

CITY COUNCIL MONTHLY MEETING CALENDAR

January-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					S&CC 1st Friday 1 CITY OFFICES CLOSED	2
3	4	5	Municipal Court 6	Western WA County Cities Joint Legislative Session 6:15 pm Social; 7pm Program Community Auditorium 7	8	9
	Planning Comm 7pm	CCI 5:30pm	Water Providers EC 5:30pm	EDC Noon	WC Mayors JWC - Noon	
10	CITY COUNCIL 5:30 PM - JT EXECUTIVE SESSION CC&URA (Prop) 7:00 PM - REGULAR MEETING 8:15 PM - WORK SESSION (Marijuana Activities) COMMUNITY AUDITORIUM 11	Red Cross Blood Drive 1pm - 6pm - Comm Aud 12	Beaverton City Address 7:30pm MPAC 5pm 13	Mercy Corps 4pm, Fire St PAC 5pm Ford Leadership 14	15	16
	FGS&CC Bd Mtg 6:30pm	Library 6:30pm				Firefighters Assoc Crab&Steak Feed 4pm
17	CITY OFFICES CLOSED 18	Fernhill Wetlands 5:30pm Planning Comm 7pm 19	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm 20	B&C Recognition Reception 5:30 pm Social; 7pm Program FG Senior Center 21	22	23
				Mercy Corps 4pm, Fire St Food Film 7:30pm Ford Leadership	Ford Leadership	Ford Leadership
24	Chamber Luncheon 25	26	PSAC 7:30am MPAC 5pm Tualatin City Address 8pm	WEA Breakfast 27	28	30
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm		Mercy Corps 4pm, Fire St Sustainability 6pm Hillsboro City Address 7pm	OMA Board Retreat - LOC	Annual Town Mtg 9am - Comm Aud
31						
February-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	Municipal Court 2			6
	Planning Comm 7pm	CCI 5:30pm	Metro Equitable Housing Summit-8am Water Providers CB 6:30pm	EDC Noon Tigard City Address 6:30pm	S&CC 1st Friday	
7	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM 8	Red Cross Blood Drive 1pm - 6pm - Comm Aud 9	MPAC 5pm 10	PAC 5pm 11	12	13
		Library 6:30pm			WC Mayors	
14	FGS&CC Bd Mtg 6:30pm Planning Comm 7pm 15	16	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Food Film 7:30pm Ford Leadership 17	18	20
		Fernhill Wetlands 5:30pm			Ford Leadership	Council Goal-Setting Retreat 8:30 am - TBA
21	Chamber Luncheon - State of City Address 22	23	PSAC 7:30am MPAC 5pm	WEA Breakfast Sustainability 6pm 24	25	27
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm			LOC Board Mtg	
28		29				
March-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	Municipal Court 2			5
		CCI 5:30pm		EDC Noon	S&CC 1st Friday	NLC
6	7	Red Cross Blood Drive 1pm - 6pm - Comm Aud 8	9	10	11	12
	Planning Comm 7pm	Library 6:30pm	MPAC 5pm	PAC 5pm	WC Mayors	
National League of Cities (NLC) Congressional Conference, Washington, DC						
13	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM 14	Fernhill Wetlands 5:30pm 15	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm 16	Food Film 7:30pm 17	18	19
					Ford Leadership	Ford Leadership
20	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm 21	22	PSAC 7:30am MPAC 5pm	WEA Breakfast Sustainability 6pm 23	24	26
		HLB 7:15pm				
27	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM 28	29	30			

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A place where businesses and families thrive

CITY COUNCIL MEETING AGENDA

MONDAY, JANUARY 11, 2016

**5:30 PM – Joint Executive Session (Real Property)
with Council and Urban Renewal Agency
7:00 PM – Regular Council Meeting
8:15 PM – Work Session (Marijuana-Related Activities)**

**Community Auditorium
1915 Main Street
Forest Grove, OR 97116**

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Richard G. Kidd III
Victoria J. Lowe

Ronald C. Thompson
Elena Uhing
Malynda H. Wenzl

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

FOREST GROVE CITY COUNCIL AGENDA JANUARY 11, 2016

<p>Paul Downey, Administrative Services Director Jon Holan, Community Development Director Dan Riordan, Senior Planner Jesse VanderZanden, City Manager</p>	<p><u>5:30</u></p>	<p><u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u> Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.</p> <p>The City Council and Urban Renewal Agency Board will convene in the Community Auditorium – Conference Room to hold the following joint executive session(s):</p> <p><u>In accordance with ORS 192.660(2)(E)</u> to deliberate with persons designated by the governing body to negotiate in real property transactions.</p>
<p>Jon Holan, Community Development Director Jesse VanderZanden, City Manager Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager Dan Riordan, Senior Planner Jon Holan Community Development Director Jesse VanderZanden, City Manager</p>	<p><u>7:00</u></p> <p>7:10</p> <p>7:25</p> <p>7:40</p>	<p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> <p>1. A. <u>AWARD PRESENTATION:</u></p> <ul style="list-style-type: none"> ▪ <i>2015 Sustainability Award, presentation by Sheri Wantland, CWS Public Involvement Coordinator</i> <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p> <p>3. <u>CONSENT AGENDA:</u> See Page 4</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u></p> <p>5. A. <ul style="list-style-type: none"> ▪ <i>Latino Summit Report, Sustainability Commission, presentation by Karin Pfeiffer-Hoyt, Vice Chair</i> </p> <p>5. B. <ul style="list-style-type: none"> ▪ <i>Food Waste Composting Survey Results</i> <ul style="list-style-type: none"> ▪ <i>Residential Solid Waste Collection Rate</i> </p> <p>6. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2016-01 AUTHORIZING THE CITY MANAGER TO ENTER INTO A DEVELOPMENT AGREEMENT BETWEEN TOKOLA PROPERTIES AND CITY OF FOREST GROVE FOR FOREST GROVE MIXED-USE PROJECT LOCATED NORTH OF PACIFIC AVENUE AND WEST OF A STREET; FILE NO. 311-000022-PLNG</u></p>

**FOREST GROVE CITY COUNCIL AGENDA
JANUARY 11, 2016**

Derek Robbins, Project Engineer Rob Foster, Public Works Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:05	7. <u>PUBLIC HEARING AND RESOLUTION NO. 2016-06 FIXING WATER SYSTEM DEVELOPMENT CHARGES FOR THE CITY OF FOREST GROVE AND REPEALING SECTION 1 OF RESOLUTION NO. 2007-64</u>
Jon Holan, Community Development Director J. F. Schutz, Police Chief Jesse VanderZanden, City Manager	8:15	8. <u>WORK SESSION: MARIJUANA-RELATED ACTIVITIES (PROPOSED AMENDMENTS TO CITY CODE)</u> The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).
City Councilors	8:55	9. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	9:05	10. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:10	11. <u>MAYOR'S REPORT:</u>
	<u>9:15</u>	12. <u>ADJOURNMENT:</u>

**FOREST GROVE CITY COUNCIL AGENDA
JANUARY 11, 2016**

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Tokola Properties Project) Meeting Minutes of December 14, 2015.
 - B. Approve City Council Work Session (B&C Interviews) Meeting Minutes of December 14, 2015.
 - C. Approve City Council Work Session (Police COPS Grant) Meeting Minutes of December 14, 2015.
 - D. Approve City Council Regular Meeting Minutes of December 14, 2015.
 - E. Accept Community Forestry Commission Meeting Minutes of October 21 and November 18, 2015
 - F. Accept Historic Landmarks Board Meeting Minutes of November 24, 2015.
 - G. Accept Library Commission Meeting Minutes of November 12, 2015.
 - H. Accept Parks and Recreation Commission Meeting Minutes of November 9, 2015.
 - I. Accept Planning Commission Meeting Minutes of November 2, 2015.
 - J. Accept Public Safety Advisory Commission Meeting Minutes of October 28, 2015.
 - K. Community Development Department Monthly Building Activity Informational Report for December 2015.
 - L. **RESOLUTION NO. 2016-01 DESIGNATING CITY OF FOREST GROVE CITY COUNCIL MEETINGS FOR YEAR 2016.**
 - M. **RESOLUTION NO. 2016-02 MAKING REAPPOINTMENT TO COMMUNITY FORESTRY COMMISSION (Reappointing Lance Schamberger, Term Expiring December 31, 2018).**
 - N. **RESOLUTION NO. 2016-03 MAKING REAPPOINTMENT TO LIBRARY COMMISSION (Reappointing Pamela Bailey, Term Expiring December 31, 2017).**
 - O. Accept Resignation on Parks and Recreation Commission (Todd Winter, SW, Term Expiring December 31, 2017).
 - P. **RESOLUTION NO. 2016-04 MAKING REAPPOINTMENT TO PUBLIC ARTS COMMISSION (Reappointing Kathleen Leatham, Term Expiring December 31, 2018).**
 - Q. **RESOLUTION NO. 2016-05 MAKING REAPPOINTMENT TO SUSTAINABILITY COMMISSION (Reappointing Edgar Sanchez-Fausto, Student Advisory, Term Expiring December 31, 2016).**
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**FOREST GROVE CITY COUNCIL WORK SESSION
(TOKOLA PROPERTIES PROJECT)
DECEMBER 14, 2015 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:32 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing (via telephone conference; however, call ended at 6:10 p.m. due to her telephone connection); Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: TOKOLA PROPERTIES PROJECT

Downey, Holan and VanderZanden facilitated the work session, noting the purpose of the work session was to give Tokola Properties an opportunity to present their proposed project for Phase I, a four-story mixed-use development project, located at the corner of A Street and Pacific Avenue, known as Times Litho site. Downey and VanderZanden advised this evening's presentation relates to the proposed project design and development plans, noting the financial aspects of the project will be discussed in an upcoming Council executive session. Downey and VanderZanden provided background information, noting the City entered into an Exclusive Negotiating Agreement with Tokola Properties in order to refine the project concept based on the City's objectives for the property site and, in large, due to the firm's demonstrated track record of developing transit-oriented, catalytic projects in town centers, including projects in Hillsboro and Gresham. Downey and VanderZanden introduced Dwight Unti and Jeff Edinger, representatives from Tokola Properties, along with their Architect, Studio C Architecture, who reported that Tokola Properties is an Oregon based real estate development firm focused on designing quality, urban communities with a focus on sustainability and health, safe and inspiring communities. Tokola reported Forest Grove was selected because of its authentic and charming historic main street district, strong community commitment to downtown revitalization, opportunity to make a difference, and a community with a bright long-term future. Tokola presented a PowerPoint presentation highlighting the design and development plans for Phase I of the project, noting they are proposing a mixed-use development with 73 luxury apartments (studio to three bedrooms), five live-work units, common residential amenities and ground floor commercial space all choreographed in a well-crafted urban mixed-use building that honors the historic downtown Forest Grove, included in the design plan is an urban plaza facing Pacific Avenue, a

**FOREST GROVE CITY COUNCIL WORK SESSION
(TOKOLA PROPERTIES PROJECT)
DECEMBER 14, 2015 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

large rain garden that will embrace the project's most public side, an innovative green roof structure that will function to shelter parking while providing a unique visual opportunity, a bike room, elevator access, a fourth floor community terrace for residents, and 94 parking slots with security entry gate access. Tokola reported as they begin designing the building, they were tasked with exploring the scale, materiality and articulation of existing buildings in the downtown area and combining how the windows and doors were shaped and designed as well as how datum lines and building heights interacted within a building and also between adjacent structures and used this information to craft their proposed new building in a way that honors the historic design principles at play while not creating a false sense of history with their own construction. In conclusion of the above-noted presentation, Tokola reported the site development plan complies with all applicable development design standards and it ensures compatibility with surrounding uses, noting the project will provide new sidewalks between existing street curb and building along A Street as well as planting new street trees and promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and transit facilities.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to Tokola Properties proposed project for Phase I development. Downey and VanderZanden addressed various Council concerns, inquiries, and scenarios posed by Council pertaining to vehicular access, emergency vehicle access, plaza space, parking requirements and overall site plan designs and lot sizes. Tokola explained there is no direct access to Pacific Avenue proposed, which is the only street adjacent to the property that is designed as an arterial, and the parking entrance is proposed on A Street to be 24' wide and is two-way; additionally, emergency vehicle access has been confirmed by the Fire Marshal; no non-residential parking is proposed; all upper floor units will have a balcony and all ground floor units will have private outdoor space; bike storage room is proposed to have a door directly to the public sidewalk; 94 parking spaces; and open space for the plaza, green space, community garden, children's play space and sidewalks is 26 percent of the total site area; and retail ground floor storefronts, consisting of approximately 2,500 square feet of commercial space, will have windows and doors offering views in and out of the building so passerby may see activity within the buildings. In response to various Council concerns and inquiries pertaining to Phase II/Phase III development plans, Tokola advised they were looking at a hotel for Phase II, but they will be

**FOREST GROVE CITY COUNCIL WORK SESSION
(TOKOLA PROPERTIES PROJECT)
DECEMBER 14, 2015 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 3**

revisiting to make sure that such a project is successful before they create the next phase of the project, in light of Hillsboro having more hotels. Tokola added that Phase I is what is viable at this time as well as the first project of its kind in Forest Grove, noting this project will set the bar for the next phase in the resurgence of the City. In conclusion of the above-noted Council discussion, Downey and VanderZanden advised staff plans to bring forward the proposed design plans and development agreement in January, 2016, for formal Council consideration.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:05 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)
DECEMBER 14, 2015 – 6:05 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:10 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B&C) INTERVIEWS

The following applicants were interviewed for the following B&C positions:

- Michael Howell, Community Forestry Commission and Committee for Citizen Involvement
- Kenneth Cobleigh, Sustainability Commission, Community Forestry Commission, Parks and Recreation Commission, Planning Commission

Council collectively made recommendation to postpone making determination of new appointments until the B&C annual reappointment is conducted, B&C new recruitment period closes, and Council has interviewed all applicants.

Council took no formal action nor made any formal decisions during the above-noted work session.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:40 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION
(POLICE COPS GRANT)
DECEMBER 14, 2015 – 6:25 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:47 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax.
COUNCIL ABSENT: Elena Uhing, excused. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; J. F. Schutz, Police Chief; Kevin Ellingsburg, Police Captain; Mike Herb, Police Captain; and Anna Ruggles, City Recorder.

2. WORK SESSION: POLICE COPS GRANT

Police Chief Schutz, Captain Ellingsburg, Captain Herb, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to aid in the decision-making process prior to the City's acceptance of the U.S. Department of Justice Office of Community Oriented Policing Services (COPS) grant that Forest Grove Police Department was awarded in September, 2015. Chief Schutz provided background information, noting in spring of 2015, the Police Department applied and was awarded two COPS grant officer positions, as well as the cities of Beaverton and Gresham were grant recipients. Chief Schutz advised the City must decide by February 15, 2016, whether or not the City will accept the grant, noting the grant was written with a plan to use the two officer positions to implement a program called the "Trust Coalition" consisting of two components: 1) Assigning an officer to Interagency Gang Enforcement Team (IGET), either half or full-time; and 2) assigning an officer as a direct liaison to the Latino Community. Chief Schutz reported the grant awarded is \$250,000 for two officers and requires a four-year match commitment from the City (three-year grant as well as retaining officers for a fourth year). Chief Schutz added that staff challenges and available resources have not allowed full implementation of addressing quality of life issues in the Latino Community, noting challenges include meeting basic staffing requirements beyond the need to implement outreach programs allowing for participation in IGET; increased number of calls for service and increased state training requirements forces the department to be reactive and not oriented towards problem solving and progressive strategies. In addition, Chief Schutz referenced a slide showing increased calls for service, population growth and violent crime increases between 2010 and 2014. In addition, Downey presented a PowerPoint presentation pertaining to the fiscal impacts if the City accepts the grant, noting should the City accept the grant and one

**FOREST GROVE CITY COUNCIL WORK SESSION
(POLICE COPS GRANT)
DECEMBER 14, 2015 – 6:25 P.M.
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officer position begins on July 1, 2016, the estimated officer compensation costs for all four-years is \$436,141 and COPS grant funding is \$125,000, with the City's funding requirement commitment of \$311,141 for all four years. In addition, Downey advised should the City accept the grant and two officers assume the positions on July 1, 2016, the estimated officer compensation costs for all four-years is \$872,282 and COPS grant funding is \$250,000, with the City's funding requirement commitment of \$622,282 for all four years.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the COPS grant and fiscal impact of accepting the grant. Police Chief Schutz, Captain Ellingsburg, Captain Herb, Downey and VanderZanden addressed various Council concerns, inquiries, and scenarios posed by Council pertaining to officer retention; officer benefits, uniform and equipment costs; current staffing levels; and if the City accepts the two officer grant positions would the officers become permanent officers at the end of the four-year period. Downey advised the above-noted estimates include officer benefits but not uniforms or equipment. Police Chief Schutz advised the department currently has 21 sworn officers and has not been fully staffed for a long time, noting the sworn FTE's will increase by two in 2016 (sergeant and TriMet backfill), the first increase in over 10 years. Chief Schutz indicated the hiring of two officers through the grant program could result in retaining the officers permanently, pointing out the difficulties of getting officers through the background hiring process and once hired, retaining the officers through field training and/or losing officers to other agencies. Chief Schutz added staff challenges have not allowed for participation on the IGET, noting IGET has repeatedly requested the department's support and participation with the inter-agency team. Captain Ellingsburg advised with 21 sworn officers it allows the department to staff four officers per shift, noting adding two new officers as part of the COPS grant would provide an officer at least half-time in IGET and an officer for the Latino Community. In addition, Chief Schutz and Captain Ellingsburg advised the average ratio of full-time officers for Forest Grove's current population is around 1.25 per 1,000 residents. Due to limited discussion time and the presentation being informational, Council took no action nor made decisions regarding the acceptance of the COPS grant.

Council took no formal action nor made any formal decisions during the work session.

**FOREST GROVE CITY COUNCIL WORK SESSION
(POLICE COPS GRANT)
DECEMBER 14, 2015 – 6:25 P.M.
COMMUNITY AUDITORIUM
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3. ADJOURNMENT

Mayor Truax adjourned the work session at 7:05 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
DECEMBER 14, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:07 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Jesse VanderZanden, City Manager; George Cress, Light and Power Director; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

1. A. AWARD PRESENTATIONS:

Cardiopulmonary Resuscitation (CPR) Lifesaving Citizen

VanderZanden removed the above-noted item from the agenda, noting the citizen was unable to attend this evening's presentation.

Parks and Recreation Volunteers of the Year Awards

Gamble introduced Paul Waterstreet, Parks and Recreation Commission Chair, who read commendations and presented the Parks and Recreation Volunteer of the Year Appreciation Awards to the following persons:

- *Project Award for Leadership (off-leash area): Tanner Nelson*
- *20 Years of Leadership and Exceptional Civic Service Award: Steve Huffman, Parks and Recreation Crew Supervisor*

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of November 23, 2015.
- B. Approve City Council Joint Work Session with Library Commission

**FOREST GROVE CITY COUNCIL REGULAR MEETING
DECEMBER 14, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

- (Library Strategic Planning) Meeting Minutes of November 23, 2015.
- C. Approve City Council Regular Meeting Minutes of November 23, 2015.
- D. Accept Economic Development Commission Meeting Minutes of October 1, 2015.
- E. Accept Historic Landmarks Board Meeting Minutes of October 27, 2015.
- F. Accept Parks and Recreation Commission Meeting Minutes of October 21, 2015.
- G. Community Development Department Monthly Building Activity Report for November 2015.
- H. RESOLUTION NO. 2015-79 MAKING REAPPOINTMENTS TO BUDGET COMMITTEE (Reappointing Rod Fuiten, David Maisel, and Debby Roth, Terms Expiring December 31, 2018).
- I. RESOLUTION NO. 2015-80 MAKING REAPPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (Reappointing David Andersen, Term Expiring January 31, 2020).
- J. Accept Resignations on Committee for Citizen Involvement (CCI) (Sebastian Lawler, Term Expiring January 31, 2016, and Kathryn Karppinen, Term Expiring January 31, 2016).
- K. RESOLUTION NO. 2015-81 MAKING REAPPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION (EDC) (Reappointing Jennifer Prickett, McMenamins – Primary (Large Commercial) and Catherine Buck, McMenamins – Alternate; James Draznin, At-Large; Hope Kramer, Urban Decanter (Downtown Retail); Mark Nakajima, Ace Hardware (Business/Small); Justin Norman, Woodfold-Marco Manufacturing (Wood/Ag Products); and Javier Urenda, Adelante Mujeres (Hispanic Community), Terms Expiring December 31, 2018).
- L. RESOLUTION NO. 2015-82 MAKING REAPPOINTMENT TO LIBRARY COMMISSION (Jon Youngberg, Term Expiring December 31, 2017).
- M. RESOLUTION NO. 2015-83 MAKING REAPPOINTMENT TO PARKS AND RECREATION COMMISSION (Reappointing Jeremiah Toews, NE, Term Expiring December 31, 2019).
- N. Accept Resignation on Parks and Recreation Commission (P&R) (Quinn Johnston, At-Large, Term Expiring December 31, 2015).
- O. RESOLUTION NO. 2015-84 MAKING REAPPOINTMENTS TO PLANNING COMMISSION (Reappointing Thomas Beck and Dale Smith, Terms Expiring December 31, 2019).
- P. RESOLUTION NO. 2015-85 MAKING REAPPOINTMENTS TO PUBLIC ARTS COMMISSION (PAC) (Reappointing Kathy Broom and Pat Truax, Terms

**FOREST GROVE CITY COUNCIL REGULAR MEETING
DECEMBER 14, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
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Expiring December 31, 2018).

- Q. RESOLUTION NO. 2015-86 MAKING REAPPOINTMENT TO SUSTAINABILITY COMMISSION (Reappointing Robin Lindsley, Term Expiring December 31, 2019).

MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to approve the Consent Agenda as presented. **ABSENT:** Councilor Uhing. **MOTION CARRIED 6-0 by voice vote.**

4. ADDITIONS/DELETIONS:

VanderZanden removed Item 1. A. from the agenda and removed Item 5. B. and added a new Item 5. B. to the agenda (refer below).

5. PRESENTATIONS:

5. A. Comparative Analysis of Urban Renewal Financing Structure:

King, Holan and Downey introduced two Pacific University, Master of Business Administration Program, student interns who the City recently hired to research and review urban renewal results in Oregon communities that were similar in size to Forest Grove, noting the six cities chosen for the comparative analysis to gain better awareness on urban renewal districts were the cities of Albany, Canby, Redmond, Astoria, Hood River and Wilsonville. King reported the purpose of the presentation was to provide a better understanding of the financial results of urban renewal practices, such as debt, bond issuance, per capita debt, public/private leveraging and financial ratios. King presented a PowerPoint presentation with slides pertaining to an Urban Renewal Agency (URA) Refresher; URA Area Boundary Map; Tax Increment Financing; list of URA Goals; Potential URA Projects; City Budget Comparisons; Annual City Debt as a Percent of City Budget; Total City Debt per Capita; URA Financial Comparisons; URA Impact: Initial vs Current Assessed Property Value; URA Impact: Annual Assessed Property Value Growth; and URA Catalyst Projects, including Albany Woodwind Apartments, Hillsboro 4th and Main (Tokola), Wilsonville Villebois Community, Astoria Liberty Theatre, and Redmond Downtown Property Assistance Program and examples of URA public participation and other public entities programs.

5. B. Public Arts Commission (PAC) "Art-In-The-Park":

VanderZanden removed the above-noted item from the agenda, noting the PAC's representative was unable to attend this evening's

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presentation.

5. B. B Street Sidewalks Project Update:

VanderZanden added the above-noted item to the agenda. Foster presented a PowerPoint presentation with slides showing before and after photographs of the installation of pedestrian improvements in the vicinity of Harvey Clarke Elementary School, noting the project consisted of the installation of contiguous sidewalks along both sides of B Street from 23rd Avenue south to Primrose Lane north. Foster reported in 2012, the City received Safe Routes to School Program grant funding in the amount of \$350,000 with a \$50,000 City match, noting as the project progressed, the City realized costs might be higher than anticipated and lobbied the Oregon Department of Transportation (ODOT) who provided an additional \$31,000 and Metro who provided additional funding match of 50 percent of overruns up to \$35,000 of the original grant amount. In conclusion of the above-noted presentation, Foster noted the total costs for the B Street Sidewalks Project was approximately \$470,000 and the City's match was approximately \$71,000.

6. PUBLIC HEARING AND RESOLUTION NO. 2015-87 INCREASING LIGHT AND POWER ELECTRIC RATES, EFFECTIVE JANUARY 16, 2016, AND REPEALING RESOLUTION NO. 2014-87

Staff Report:

Downey and Cress presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is requesting to increase Light and Power (L&P) electric rates to achieve an overall 4.5 percent (4.5%) rate increase, effective for services provided on or after January 16, 2016. Downey reported the updated rate model indicates the City will be able to reach the financial reserves targeted with a 4.5 (4.5%) percent increase across the board instead of six (6%) percent originally projected in 2014 when the study was conducted. Downey noted staff plans to recalculate the rate increase necessary based on previous year's revenue for the next increase scheduled in January, 2017. In conclusion of the above-noted staff report, Downey and Cress referenced the proposed L&P rate schedules (Exhibit A), noting an average residential energy bill would increase from \$74.82 to \$78.19, approximately \$3.37 increase per month.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-87.

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VanderZanden read Resolution No. 2015-87 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to approve Resolution No. 2015-87 Adopting New Light and Power Department Electric Rate Schedules and Definitions and Descriptions, Effective January 16, 2016; and Repealing Resolution No. 2014-87.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received Prior to Public Hearing:

No written testimony was received prior to the published deadline of December 14, 2015, 7:00 p.m.

Proponents:

No one testified and no other written comments were received.

Opponents:

No one testified and no other written comments were received.

Others:

No one else testified and no other written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to Lowe's inquiry pertaining to the City's energy assistance program, Downey advised the City budgeted \$75,000 in this fiscal year budget.

Council President Johnston was pleased to see a 4.5 (4.5%) percent increase instead of six (6%) percent as originally projected. Johnston also pointed out that he would like to discuss the City's enterprise funds at the Council retreat, which is scheduled for Saturday, February 20, 2016.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

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ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

7. RESOLUTION NO. 2015-88 ADOPTING PENSION FUNDING POLICY FOR THE CITY OF FOREST GROVE RETIREMENT PLAN

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the purpose of the Pension Funding Policy is to document the primary components of the City's current funding. Downey referenced the proposed Pension Funding Policy (Exhibit A), noting the policy addresses three areas: 1) Actuarial Cost Method, which is the method used to allocate pension costs over an employee's working career; 2) Asset Valuation Method, which is how the Actuarial Value of the Plan's Asset are determined; and 3) Amortization Method, which determines how the payments will be made that are required to fund the Plan that are not covered by the Actuarial Value of the Plan's Assets. In conclusion of the above-noted staff report, Downey advised adopting the policy will have no budgetary impact as the City is already using the practices in the proposed policy, noting staff and actuary are discussing revisions to some of the actuarial assumptions, which will be presented to Council at a later date.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-88.

VanderZanden read Resolution No. 2015-88 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Thompson, to approve Resolution No. 2015-88 Adopting Pension Funding Policy for the City of Forest Grove Retirement Plan.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

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8. COUNCIL COMMUNICATIONS:

Council President Johnston reported he was reappointed to the League of Oregon Cities' Finance and Taxation Policy Committee. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported attending Public Arts Commission (PAC) meeting, noting this evening's presentation was pulled because the PAC wanted to get more information on the Art-In-Park selections before making a formal presentation to Council. Kidd reported attending Historic Landmarks Board (HLB) meeting, noting HLB is working on its annual report presentation and grant funding. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on sustainability-related matters of interest and upcoming meetings she was planning to attend.

Thompson reported attending the Oregon Liquor Control Commission training session on marijuana dispensaries. Thompson reported attending Community Forestry Commission (CFC) meeting, noting CFC is working on Tree City USA activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Wenzl reported she was unable to attend the last Committee for Citizen Involvement meeting and reported the Library Commission currently has two vacancies. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

9. CITY MANAGER'S REPORT:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. In addition, VanderZanden referenced the City Manager's Report, which was emailed to Council in advance and outlined various upcoming Council-related meetings; upcoming Council-related agenda items; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and referenced the City's Activity Report, dated November 2015;

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and other upcoming city-wide calendar events.

10. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax announced dates of importance, noting the Joint Western Washington County Cities Legislative Session is scheduled for January 7th and Boards, Committees and Commissions Annual Recognition Reception is January 21, 2016. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended, upcoming community-related events, and upcoming meetings he was planning to attend.

11. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 8:40 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED

COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
October 21, 2015

Meeting called to order at 5:29:59. President Jen Warren in Chair.

Members Present – Jen Warren, Dale Wiley, David Hunter
Bruce Countryman, Mark Nakajima

Members Absent – Lance Schamberger

Staff Present: Dan Riordan

Council Liaison: Ron Thompson

Meeting Minutes Approval: Approved as read. David moved and Mark seconded approval of the minutes.

Citizen Communication: None

OLD BUSINESS

URBAN FORESTRY MANAGEMENT PLAN

Discussion of the meeting with the Parks and Rec Commission and Bruce’s presentation to the group this morning. Steve expressed that the Parks and Rec Commission needs to engage more in the Urban Forestry Plan.

Discussion of the health of trees in Thatcher Park and Rogers Park in relationship to the long range planning to the turn-over of the urban forest in those locations, needs to be made a component of the Urban Forestry Plan.

Additional discussion of the possible conversion of Thatcher Woods over to an oak savanna upon removal the diseased Douglas fir trees in the park now. Discussion also included the possibility of using the passive portion of the Stites property for an oak savanna restoration process. Inclusion of both properties in an oak savanna restoration project. Bruce expressed his feeling that the UFMP is ready to have the final points included. Plan should be ready for inclusion in the public comment session of the Parks Master Plan. Plans were made for CFC participation in the Parks Master Plan public review during the public comment section.

Ask an Arborist Pruning Workshop

Event is November 7th, 2015 at 9 am. David will be there. Banner will be placed in the Lions triangle flower bed the week before the event.

NEW BUSINESS

Dale updated on the aerial applicators penalties to the aerial pesticide application companies on the incident

Dave attended the Western International Forestry Disease conference in Newport I late September and updated on various tree health topics presented by multiple agencies and graduate students.

David said that USFS is doing a tree hazard workshop in Sisters next fall.

Steve noted that the City is doing a watershed tour tomorrow October 22 2015, for city staff and commission members.

PROJECT REPORTS

None at this time.

NEXT MEETING

Next meeting will be November 18, 2015 at the Community Auditorium at 5:30 pm.

MEETING ADJOURNMENT

David moved and Mark seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:45:00 pm.

Respectfully submitted,

Dale Wiley
CFC Secretary



APPROVED

COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
November 18, 2015

Meeting called to order at 5:39:59. President Jen Warren in Chair.

Members Present – Jen Warren, Dale Wiley, David Hunter
Bruce Countryman, Mark Nakajima

Members Absent – Lance Schamberger

Staff Present: Dan Riordan

Council Liaison: Ron Thompson

Meeting Minutes Approval: October minutes were not sent to Dan. Minutes will be approved at the next scheduled meeting.

Citizen Communication: None

OLD BUSINESS

URBAN FORESTRY MANAGEMENT PLAN

No updates since last report. Council will want to hear this plan as part of the Parks Management Plan. Needs some fill in as part of the strategic management plan. Bruce will look at the parts needing inclusion prior to the Open House / Public meeting. Anticipate the public meeting will be in early January at this time. Bruce will get the plan cleaned up and ready for a final review.

Ask an Arborist Pruning Workshop

Low turn-out 3 people, 1 repeat – Very wet day. Consider a 1 year hiatus for this event next year.

NEW BUSINESS

Annual Tree City USA recertification process during the next month.

David - Tree Damage in Forest Gale Heights was extensive in the wind storm.

Member Reports

Applicants to be interviewed on December 21 2015 – Tom Epler is one candidate. Lance Schamberger term will be up this year. Waiting to hear if he will renew.

David will be attending the Consulting Arborist Convention.

Ron updated the CFC on the SAF Convention. Talked about the state of Louisiana funding the land grant colleges. He said the tours were good and it was a very good conference. LSU now offers degrees in Urban Forestry. He also presented some materials on a program that LA is using to sell carbon offsets based upon tree populations in town. Federal and state ground are not eligible in the LA program.

NEXT MEETING

Next meeting will be December 16, 2015 at the Community Auditorium at 5:30 pm.

MEETING ADJOURNMENT

David moved and Mark seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:35:00 pm.

Respectfully submitted,

Dale Wiley
CFC Secretary

Members Present: George Cushing, MJ Guidetti-Clapshaw, Kaylene Toews, Holly Tsur (02 vacancies)
Member Excused: Jennifer Brent
Staff Present: James Reitz
Council Liaison: Richard Kidd
Citizens Present: 04

1. **Call to Order:** Tsur opened the meeting at 7:17 p.m. **The meeting minutes of October 27, 2015 were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Design Review: Olovson House at 2318 15th Avenue (Washington County Tax Lot 1S3 6CA-400). Applicants: Stephen and Molly Siebert. File Number: 311-15-000024-PLNG.

Tsur read through the procedures for design review. She then verified that there were no conflicts of interest or ex parte contacts on this request. Reitz then described the project, noting that two distinct requests were under consideration. The first request was to rebuild and enlarge the front porch of the house. He noted that the request appeared to comply with the Design Standards. The second request was to construct a new accessory building in the rear yard, to enable storage of a truck and camper on the property near the back property line. Reitz advised that the accessory building would comply with code requirements for height and setbacks, but some specific items would not be in compliance with the Design Standards and would therefore need to be reviewed by the Board.

Reitz advised that the building as submitted would have both metal siding and a metal roof. The staff report contained photos of other outbuildings in the Painter's Woods District; generally, there are no metal buildings in the District except for small garden sheds. The Design Standards stipulate that "new garages and accessory buildings shall be historically consistent with the primary building in style, size, materials and roof." Staff concluded that buildings erected in the Painter's Woods District during the historic period did not have metal siding or roofing, and recommended that this building be clad either with clapboard or droplap siding, consistent with other accessory buildings in the District. In the alternative, board and batten siding might be acceptable, as there is at least one example of that siding type in the District. He said that the applicants had offered to install landscaping between the building and the street, to obscure its appearance.

Tsur opened the public testimony portion of the meeting. Applicants Stephen and Molly Siebert were present to discuss their project. They expressed disappointment that they were not advised earlier of the design requirements during their search for a home to buy in Forest Grove. They were never advised that the Design Standards would not allow a metal building of the type they proposed. Among considerations they asked the Board to consider were the higher cost of composition roofing and wood siding. They also felt that metal siding and roofing would have greater durability and would be easier to maintain as there were several large trees that would drop leaves on the building and due to the low roof pitch and the building's height, metal roofing would allow easier removal of the leaves.

They also said that they had talked to various City employees during the purchase of the house and were not advised of the standards. In fact, they did not hear of this until they had prepared plans and brought them to the City for permits.

There being no one else who wished to testify for or against the proposal, Tsur closed the public testimony portion of the meeting and the Board began deliberations. They first discussed the porch rebuild project and felt that it would be acceptable as proposed. Tsur asked Reitz if this project would be renovation grant-eligible. Reitz replied in the negative, because it would be a new porch and not restoration of the original porch.

Deliberations then shifted to the proposed metal accessory building. All Board members expressed concern about the siding and roofing material, noting that prior to the Council's approval of the design standards, extensive efforts were made to make everyone in the districts aware of them, including local Realtors. Because they are now in effect, all new construction must comply with them.

Because the roof would not be readily visible from the street (since the gable end would face that way), Cushing asked whether that might be a factor the Board should consider. The concern of the Board though was that the adjoining neighbors would still have a view of it. Concern was also expressed that if approved, this might set a precedent for future similar requests.

The Board continued with a discussion of the siding, and although all agreed that horizontal clapboard siding was preferable, vertical board and batten siding would be an acceptable alternative, and might be less expensive.

Deliberations concluded with the Board noting that our historic neighborhoods are part of the appeal of this community and that the standards were adopted to protect the districts from unsuitable construction. The Board felt very strongly that there were not sufficient reasons to allow a deviation from the standards for this project.

Toews/Cushing to approve the porch project based on the findings in the staff report, and with the conditions noted below. Motion carried unanimously.

Toews/Cushing to approve the accessory building based on the findings in the staff report, and with the conditions noted below. Motion carried unanimously.

Approval of the application shall include the following conditions:

- 1. The applicant shall be bound to the project description and all representations made by the applicant during the application and decision-making proceeding.**
- 2. The applicant shall comply with all applicable City building codes and standards.**
- 3. Gutters and downspouts on both the home and accessory structure shall be copper or painted sheet metal.**
- 4. The accessory building shall have roofing similar to the composition roofing on the house.**
- 5. The garage door, person door, and window trim on the accessory structure shall be painted consistent with the applicant's proposal.**
- 6. The accessory structure shall have either clapboard or droplap wood siding. In the alternative, the accessory structure shall be clad with board-and-batten siding.**
- 7. The yard north of the accessory structure shall be landscaped to screen the building from 15th Avenue.**

- B. Renovation Grant Request: Anderson Building at 2001-2003 Main Street (Washington County Tax Lot 1S3 6BB-600) Applicant: Roman Ozeruga. File Number: 311-15-000025-PLNG.** At the applicant's request, this matter was set over to the December meeting because he could not attend this evening.

- C. Strategic Plan Kick-Off:** Bernadette Niederer and Dave Pinyerd of Historic Preservation Northwest (HPNW) were introduced. They led the discussion of the proposed questionnaire to be sent out to determine the interests of the community. They noted that one of the first decisions to be made would be how the survey would be distributed – mail, online, or both. They said that a 5% response would be considered a great rate of return. The Board discussed whether just a paper questionnaire or some type of online response would be viable; and what type of online questionnaire should be used. It was the consensus of the Board that a questionnaire in the City utility bills and also in whatever online survey method the City uses would be preferable.

They noted that they had received the list of potential questions the Board had previously developed and had distilled them down to a two-page questionnaire. There followed a lot of discussion about what questions to ask and how to make them even more relevant. Among the topics discussed were questions about how to get more people involved with historical issues and the types of information we were looking for, that would inform our decisions about guardianship, preservation, education, and additional site surveys.

They felt that they now had a better idea of the types of questions the Board was looking to include in the survey. A timetable was discussed and the Board concluded that the questionnaire needed to be completed as soon as possible in order to get it distributed with the next cycle of utility bills. All were requested to get their suggested revisions to the consultants by the following Monday.

- D. Renovation Grant Policies:** Due to the lateness of the hour, this item was set over to the December meeting.

4. Old Business/New Business:

- Council Liaison Report: Kidd updated the Board on various items of interest, including an update on the Times Litho site.
- Tsur noted that Councilor Uhing was in the hospital; she requested that everyone sign a get well card.
- Tsur commented that she will be sharing her duties as Chair with other Board members, so that all can better understand the process.
- Tsur reminded everyone that January 21st is the date of the Boards and Commissions dinner and she needs pictures of grant-project homes from the past year for her presentation.
- Staff update: Reitz had nothing to report.
- Reitz reminded everyone that, consistent with past practice, the December meeting will be moved up a week to the 15th.

- 5. Adjournment:** The November 24, 2015 meeting adjourned at 9:24 p.m.

These minutes respectfully submitted by George Cushing, Secretary

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APPROVED

Library Commission approved minutes as amended on date Dec 8, 2015.

1. **CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Thursday November 12, 2015.

Members Present: Pamela Bailey, Chair; Doug Martin; Jon Youngberg, Secretary; Kathleen Poulsen, Vice-Chair; Mitchell Faris, Student, Nickie Augustine;

Members Absent: None.

Staff: Colleen Winters, Library Director

Council Liaison: Malynda Wenzl

Others: Jesse VanderZanden, City Manager

2. **ADDITIONS/DELETIONS:** None.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Oct 13, 2015):**

MOTION: Doug moved, seconded by Nickie, to approve the October 13, 2015 minutes as amended. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

5a. **FOUNDATION REPORT:** Colleen Winters reported about the Library Foundation of Forest Grove:

- a) Next meeting of the Foundation Board will be held Monday.
- b) Recently honored Colleen, our library director. Mayor Truax and Pamela Bailey also attended this event.
- c) Approved \$15,000+ for new children's furniture and some more adult seating for the Children's portion of the library. This new furniture will be arriving within a week. Also approved purchase of some interactive toys for the Children's library.
- d) New shelves have been built in the large closet between the Rogers Room and the Children's library, to hold items for children's programs.
- e) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters reported about the Friends of the Forest Grove Library:

- a) The Friends Board met earlier today.
- b) The Fall Used Book Sale was held the week of Oct 26 thru Oct 31. \$5623 was raised at this used book sale for the Friends, and this used book sale is considered to be a big success.
- c) Some comments at the sale about prices of children's books (and in general) being too high. These comments are being considered, but as the used book sales are fundraisers for the Friends, and that previous prices were too low compared with used book sales held at other county libraries, probably means that prices are not going to be changed from current.
- d) Instead, will publicize what the raised funds are used for, and also send thank-you notes to new members of the Friends.
- e) Some of the leftover books from the sale will be sold by a private company, while others were donated to Goodwill.
- f) There were very large donations of used books at the front desk of the library just before and also during the used book sale. The Friends may schedule donation days & times for book donations to help out our library staff.
- g) Online book sales by the Friends averaged 2 book sales per day during the summer, and about 1.5 books per day more recently. Their online book sale volunteers will wear tags/badges while working in the library.
- h) New board member: Basil Francoise wants to help set up Facebook and Twitter accounts for the Friends.
- i) Strategic Plan done last Spring. Has made progress on items, including fundraising, and membership drive.
- j) Has roughly \$10,500 in the bank, of which \$10,000 has been budgeted for library spending.
- k) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT :

- a) Former Times-Litho site: A land use permit application has been made with mixed commercial usage, plus rentals and condos of various sizes planned for upstairs. Site has been cleared.
- b) Planning Commission meetings to be held in Jan, Feb. West side sites.
- c) City Council held a work session on rules and regulations for sale of marijuana in city limits. An on-going process.
- d) Christmas tree lighting ceremony to be held Friday after Thanksgiving.
- e) Sat Dec 5 is "Christmas in the Grove", with many events held downtown, and

with a parade scheduled at 5 pm.

5d. **LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

- a) The county-wide WCCLS library levy did pass during last week's election by a comfortable margin. This is considered a very good sign for citizen support of the county's local libraries and for WCCLS county-wide library services.
- b) Colleen discussed what this might mean for our Forest Grove library. That our library might get "more" from WCCLS than last year. There is another pool of new money, not yet known how it will be allocated. There are new libraries and new branches planned in Hillsboro (maybe two), Cornelius, and Cedar Hills, and some may be allocated for them.
- c) The budget process here in Forest Grove, including for the library, will start in January, to be finished in June 2016.
- d) Colleen gave information-only talks, about the upcoming WCCLS Library levy vote, at various local organizations. Mike Smith gave many talks, in favor of the library levy vote, and money-raising for the levy campaign efforts.
- e) The Friends have asked the library to buy a "tech bundle" of items so that people can look at, learn about, and maybe check out a wide variety of current phones, pads, tablets, and book reader high-tech devices. So that we can all keep up on choices.
- f) The Mom's Club has given \$930 to the Friends to be spent on a diaper-changing station, probably to be located at the restroom area in the Children's portion of the library, near the back entrance of the library. The station is expected to cost more than this, if only because of installation and other concerns. For example, the amount of space required is a problem. Renovation of one or both rest rooms might be necessary. Possible creation of a "Family Restroom" was mentioned.
- g) The library's annual "Wassail Party" will be held again on the very busy "Christmas in the Grove" day in downtown, Sat Dec 5 from 1 to 4pm. Two different classical music groups will play during the event.

6. **DISCUSSION OF ITEMS:**

a) **"Future of the Forest Grove City Library" Strategic Planning process continues.**

- 1) The second and last big Community Planning Committee meeting was held Sat Oct 17 running from 9am to noon. Several attendees made positive comments about the outcome of the two meetings, and that all attendees got to mention and record all their ideas. A good attempt at prioritization of the many ideas was made.
- 2) The library staff has taken all the input from the second big planning meeting

but has not yet processed the info or made changes from the four general categories of ideas established after the first big planning meeting.

3) Colleen said that the library staff would produce a report in the next few months for presentation and for budget proposals as input to the 2016 budget process. It was noted that many of the detailed new activities and changes would not need to be part of a budget proposal.

b) Library Commission Survey ideas for 2016.

1) Library staff also asked how to get positive and negative feedback about current library services and levels of services. The Library Commission felt that this would be something worthwhile for it to consider and tackle in 2016, almost surely with a survey.

2) How do we capture why people are coming to the library, and how they are using it? Questions we might ask could include: "How do you use the library?", "What one improvement would you suggest?", "What one library service would you miss the most, if it went away?"

3) The last library survey was a long time ago (at least 4 years ago), and they used to be held more regularly. Doug said that we always learned useful information from past surveys.

c) Joint Work Session with City Council – Monday Nov 23 6-7PM.

1) The Library Commission is scheduled to meet with the City Council for less than an hour between 6 and 7PM on Mon Nov 23, before the regular City Council meeting, for a joint work session. The Library Commission can use this time to explain the newly chosen general directions we would like to see the library go (that is, the output from our strategic planning process), as well as explain the formal planning process that was used. Of some interest might be that we used community input, rather than use an expensive consultant. No voting can occur at such a joint work session. Instead it is a great way to have a conversation with the City Council about a specific topic.

2) Pamela will create a short PowerPoint presentation, which will be sent to the City Council and the Library Commission in advance. Colleen and Jon will help Pamela with ideas for the presentation. We expect the City Council to ask questions during at least half of the allotted time, although we do expect to get to the end of the end of the presentation. Colleen and the rest of the Library Commission will be present as well, and we can all expect to participate.

3) We will not have a detailed list of items and changes that we want to suggest for 2016, that is, no detailed output from the big Strategic Planning process. This is still being worked on. We do have the four categories of future changes, and some ideas. But we should be ready for any questions the City Council might have.

4) Jesse said that the City Council might have questions about the results of the

levy and how the library might want to spend any increase in funds received from the WCCLS. He also said we should highlight the interesting Strategic Planning process we used, with significant public and community involvement, and without using a high-priced consultant.

7. **ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tues Dec 8, 2015 at 6:30PM in the Rogers Conference Room at the Forest Grove Library.

8. **ADJOURNMENT:**

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

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APPROVED

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, NOVEMBER 18, 2015
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 1 OF 3

- 1) **ROLL CALL:**
 - a) Commissioners – Brad Bafaro, Ralph Brown, Howard Sullivan, Susan Taylor, Jeremiah Toews and Paul Waterstreet. Absent – Quinn Johnson, Glenn VanBlarcom and Todd Winter.
 - b) Council Liaison – Tom Johnston
 - c) Staff – Tom Gamble and Cindy Donovan.

- 2) **CITIZEN COMMUNICATIONS:** None

- 3) **APPROVAL OF MINUTES:** The minutes of the October 21, 2015 meeting were approved.

- 4) **ADDITION/DELETIONS:** None

- 5) **OLD BUSINESS:**
 - a) **Volunteer Of The Year 2015**
 - i) The awards will be presented at the December 14 City Council Meeting.

 - b) **By-Laws Development**
 - i) With an aging staff and commission it's important to think about succession and developing other constituents.
 - ii) Commissioners were originally from different areas because of SDC's, but now they are all in one pot. Perhaps it is time to have all commissioners be at-large and represent different interests to change the dynamics.
 - iii) It was suggested that we have a fifteen minute focus at each meeting presented by different interest groups.
 - iv) We will need to communicate with the City Council to let them know what we are thinking.

 - c) **Report on Old Town Loop Trail Design**
 - i) Four thousand foot loop around is on Metro property wetlands. Metro and the Army Corp of Engineers approved the design.
 - ii) About ten neighbors attended the second follow-up meeting.
 - iii) A 400 foot split rail fence will be installed at the low area.
 - iv) Birch Street access (14th Avenue entrance) on the Soasey Property will have the sidewalk re-configured.
 - v) The Land Use Application has been submitted to Washington County. It takes 120 days for the permit to be granted.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, NOVEMBER 18, 2015
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 3**

- vi) Every plant removed during construction needs to be replaced.
- vii) There is a utility easement that runs behind two houses that would need to be converted to pedestrian easements.
- viii) Construction should begin the third week in June and must be completed by the end of September before the grants expire.

6) NEW BUSINESS:

a) Art in the Park Progress

- i) There were sixteen proposals for the Art in the Park grant.
- ii) A good location would be in Rogers Park which is slated to be improved or Lincoln Park.
- iii) The budget is \$25,000.
- iv) There will be a brick campaign as well as fundraisers to “meet the artist”.
- v) Once the artist is selected they will bring their design to the Recreation Commission.

b) Capital Projects

i) Rogers Park

- (1) Susan and Tom Robinson are still fundraising for playground equipment for Anna & Abby’s Playground.
- (2) A new bathroom will be installed, with that end of the park being redesigned by a Landscape Architect.
- (3) We will break ground in June 2016.

7) COMMISSIONER’S REPORTS:

a) Howard:

- i) About three or four checks come in every month for the Anna & Abby Playground Fund.

b) Paul:

- i) The 50th Anniversary of the pool and the swim club is coming up in 2017-18. Time to start thinking about how to celebrate.

8) COUNCIL LIAISON REPORT:

a) Tom:

- i) The Times Litho property has been cleared and the space looks big. A development company is doing studies on the property. The plan would be installed in three phases, with phase one including condos.

9) STAFF REPORTS:

a) Tom:

- i) The Boards and Commissions reception will be January 21.

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- ii) The Parks Master Plan study is continuing. The telephone survey will be the next step and will take place in January and include 400 residents. We will soon have the preliminary recommendations and numbers for the Master Plan and the recreation center. The study looks out 10 years. There will also be a Latino summit held in Spanish to allow more residents the chance to participate.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, December 16 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:30 a.m.

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APPROVED

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:00 p.m.

Planning Commission Present: Tom Beck, Sebastian B. Lawler, Lisa Nakajima, Dale Smith, Phil Ruder and Hugo Rojas.

Absent: Carolyn Hymes

Staff Present: Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Coordinator; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:** None.

2.2 **PUBLIC HEARING:** None Scheduled

2.3 **ACTION ITEMS:** None.

2.4 **WORK SESSION ITEMS:**

A. Land Use Designation of Elm Street UGB Expansion Area.

Chairman Beck turned the meeting over to staff for their presentation.

Mr. Holan gave opening remarks and stated that Jeff King, Economic Development Coordinator for the City and Tom Vanderzanden, Representative for the Property Owner, might have some comments during the meeting.

Mr. Riordan gave a PowerPoint presentation. He said the purpose of the work session is to seek feedback from the Planning Commission on a possible Comprehensive Plan (CP) designation and zoning district for the Elm St. UGB Area. Riordan explained that the area was added to the UGB in 2014 as part of the legislative "Grand Bargain". He said the site is approximately 38 acres in gross area, and the site is unique given its location along the urban growth boundary and proximity to the City's southern gateway (Fern Hill Road).

Mr. Riordan explained that staff has some options for consideration: create a new Business Industrial Park zone to apply the new Campus Employment Comprehensive Plan designation to the site, apply the City's existing Light Industrial designation to the site, apply the City's General Industrial (GI) zoning to the site, or apply a modified General Industrial or Light Industrial zone to the site through an overlay zone. He said it is staff's perspective that the area needs to be industrial because the area is adjacent to property zoned GI, and access will be through an existing General Industrial district.

Option # 1 – New Zone

Mr. Riordan said Option # 1 provides opportunity to implement the Campus Employment Comprehensive Plan (CP) designation. He said the new zone addresses a specific need in the City's EOA for office development on large sites outside of the Town Center. Riordan said the

zone is not intended to compete with the Town Center, which is well suited for smaller professional offices.

He said the new zone provides flexibility in terms of uses: corporate offices, limited retail and personal services, medical centers could be allowed as a conditional use, limited manufacturing and industrial services, and wholesale activities could be allowed as a conditional use. Riordan said the zone requires a higher level of design than typical industrial areas with building coverage limited to 50% of the site, minimum landscaping 15% of site, and other items would be addressed such as building façade and massing, signage, site circulation and surface water management.

Option # 2 – Light Industrial

Mr. Riordan explained that light industrial is intended for a wide variety of manufacturing and industrial services with little or no offsite impacts. He said activity must take place within buildings with very limited support commercial and office allowed. Riordan said there would be limited opportunity to address compatibility issues.

Option # 3 – General Industrial

Mr. Riordan said General Industrial is the City's most intensive industrial zoning designation. He said the zone allows for industrial uses involved in the processing of raw materials into refined products and/or industrial uses that have external impacts. Riordan explained that uses may have extensive outdoor areas for conducting business or for product storage or display. He said the area immediately to the north of the site (except for the AT Smith House and adjacent City owned property) is zoned General Industrial. Riordan said applying the GI zone creates consistency among allowed uses in the Taylor Way/Elm Street area. He said applying the GI zone establishes a clear policy direction that the area is intended for industrial/manufacturing activities, however, it

does

not build on the site's unique location along the UGB with visibility from the southern gateway into the City from Fern Hill Road.

Option # 4 – Overlay Zone

Mr. Riordan explained that Option # 4 involves creating an overlay zone to address site layout and compatibility issues. He said the emphasis would be on design: building façade and massing, landscaping, signage, site circulation and parking. Riordan explained that under this approach uses allowed in the overlay zone would be consistent with the overall intent of the base zone (GI or LI). He said the City has typically shied away from overlay zones except in the case of planned developments or institutional master plans such as Pacific University and Forest Grove Hospital.

Mr. Holan stated that in preparation for the property zone, staff has worked with Jeff King, Economic Development Coordinator for the City. He said Tom Vanderzanden has been working with the property owner.

Mr. King stated that he supports the Campus Employment Zone. He said it is more flexible and can keep up with trends in the overall market. King said it operates like an office environment. He said he likes the flexibility so 50,000 to 60,000 sq. ft. businesses can operate next to smaller businesses. King said the zone limits external impacts and has a higher standard of design. King said our competition (Hillsboro and Lake Oswego) have zones like this and can respond quicker

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

November 2, 2015–7:00 P.M. **PAGE 3 of 5**

to changes in the market. He said we have nothing in Forest Grove that competes with this zone – it has a lot of potential.

Commissioner Lawler said he had visited an office type building in Beaverton, which was a standard square shaped office building and inside there is some small scale manufacturing. He said he enjoys working in the same town in which he lives, and is very much in favor of the new Campus Employment Zone.

Commissioner Ruder expressed his concern that this site is tucked behind a general industrial site.

Mr. Holan explained that surrounding the property is the 25-acre Kerr site which is a construction use and the School District's bus barn.

Commissioner Ruder asked if this kind of business campus would fit behind uglier uses.

Mr. Holan stated that the presence of Bonneville Power line creates a visual buffer between these sites, and he did not believe it would be a disincentive.

Mr. King said he has had interest expressed from a meat processor and a brewery. He said he continues to see interest in general industrial on a smaller scale, so it is important to maintain general industrial.

Chairman Beck stated that this site is isolated, so what about traffic/road network.

Mr. Holan said there would likely be a street connection out to Elm St. and a street in between Elm St. and Taylor Way. He said access to this entire industrial area will need to continue to be looked at – especially as it develops. Holan stated that Kerr has resisted any connection through their site to connect Taylor Way to Elm St.

Commissioner Lawler said that with the new zone, diversification of businesses on the site will cause different traffic patterns throughout the day due to different shiftwork.

Chairman Beck asked at what point do we have the authority to design a road system.

Chairman Beck made the observation that the Business Park Campus will have more traffic than general industrial. He stated that in other areas of the City we have done this ad hoc without success. Beck said in his opinion there is no advantage in taking people over to Fern Hill Rd., because it is a mess now.

Commissioner Nakajima agreed and added that one of the two intersections at Elm St. or at Fern Hill Rd. will have to have a light.

Mr. Holan stated that in talking with Rob Foster, Director of Engineering/Public Works, it would be easier to put a light on Elm St.

Commissioner Nakajima said she prefers the Business Park Campus because it is more flexible. She said she wishes we could emulate Dawson Creek Business Park and Evergreen Parkway in Hillsboro.

Commissioner Rojas said at first he was thinking general industrial, because it is nearby, but now with the beautiful view the Business Park Campus sounds better.

Mr. Vanderzanden said this is a very unique piece of property with a lovely view. He said the issue is getting there, but once there it is beautiful. Vanderzanden stated that the owner is in agreement with Staff's recommendation for a flexible zone designation. He said there are no specific businesses in mind yet, so the flexibility is desirable. Vanderzanden said they are in favor of the Business Park Campus designation.

Commissioner Smith said the campus environment brings something new to Forest Grove that we do not have now.

Chairman Beck asked if it is possible to rezone some of the property down there.

Mr. Holan said it is certainly something that we can look at. He said the success of the Hayworth property could influence the surrounding area.

3.0 **BUSINESS MEETING:**

3.1 **APPROVAL OF MINUTES:** Commissioner Nakajima made a motion to approve the minutes of the September 21, 2015 meeting. Commissioner Smith seconded. Motion passed 6-0.

3.2 **REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:** None.

3.3 **DIRECTOR'S REPORT:**

Mr. Holan referred to Handout # 1 which was a list of projects and meeting dates.

Mr. Holan said staff is looking at the Westside Planning infrastructure analysis and traffic analysis, and will be having a discussion with Clean Water Services. He said City staff's review and comment on products with needed revisions will be October 27th to November 20th. He said TAC review and revisions will be early December. Holan said the Planning Commission work session will be December 21st or January 18th. He said after that will be the plan document adoption process.

Mr. Holan said the Development Code Amendments joint work session with the City Council will be held on November 9th with the Planning Commission public hearing to follow on January 4th.

Mr. Holan said the Planning Commission public hearing on Times Litho will be held on December 7th with the City Council public hearing on January 11th.

Mr. Holan said the Council Creek Regional Trail being brought into the TSP will be January 18th.

Chairman Beck took a poll to see which Commissioners would be gone for the meeting on December 21st just before Christmas. Chairman Beck and Commissioner Rojas said they would

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

November 2, 2015-7:00 P.M.

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be gone, and Commissioner Nakajima said she could attend but would prefer not to. Mr. Holan said there is no pressing reason to have a hearing on December 21st.

Mr. Holan said there will be no meeting on November 16th.

- 3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on December 7, 2015 at 7 p.m.
- 3.5 ADJOURNMENT:** The meeting was adjourned at 7:51 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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APPROVED

Minutes approved by the Public Safety Advisory Commission on 12-9-2015

1. **ROLL CALL**

Meeting called to order by Nathan Seable at 7:31 am

Members Present:

Nathan Seable, Tim Rippe, Anne Niven, Robert Mills & Drue Garrison

Members Absent: Glenn VanBlarcom

Liaisons Non-Voting Representatives Present:

Councilor Ron Thompson, Guy Storms

Liaisons Non-Voting Representatives Absent:

Others Present:

Police Chief Janie Schutz (arrived @ 7:02), Fire Chief Michael Kinkade, City Manager Jesse VanderZanden (arrived @ 7:03), Newstimes reporter Travis Loose, FGSD John O'Neill Jr. and Connie Potter, SRO Ernesto Villaraldo and Sharon Cox, Paul Downey (arrived approximately 8:30).

2. **INTRODUCTIONS**

Self-introductions were made.

3. **CITIZEN COMMUNICATIONS**

None

4. **APPROVAL OF MINUTES**

There was a motion by Anne Niven and a second by Tim Rippe to approve the minutes as emailed from September 23, 2015.

Motion Carried 5-0 VanBlarcom absent

5. **ADDITIONS/DELETIONS**

Note - Tim Rippe suggested they have the school safety discussion moved up on the agenda.

6. **STAFF REPORTS**

Police Department – Chief Schutz said the new Community Outreach Specialist has started and she will attend a future meeting. Officer Troy Maslen will be promoted to Sergeant in January.

They will be adding an Officer to patrol on Trimet.
The 2 new hires are in the 2nd phase of training. They will begin academy in January.
The building report that will be given later in the meeting will be critical for the PSAC to be involved with.

Fire Department – Chief Kinkade said he had sent his report prior to the meeting. The first meeting for the Cooperative Services Study was held on October 20, 2015 with the Mayors and Fire Board Chairs.
The annual Open House was held on October 10.

City Council – Councilor Thompson said that a liquor license had been pulled from the council consent agenda at a previous meeting. He felt the business did not meet all of the criteria and was the only councilor to vote against it. More information can be obtained from council minutes that are posted online.

7. OLD BUSINESS

New Police Station– Chief Schutz said they are out of space at the Police Department. The City has begun the process of what the next steps should be to replace the building. Council wants PSAC involved with the process, possibly a sub-committee.

Paul Downey, Director of Administrative Services, said the City hired an architect/engineering firm, McKenzie, to review a needs assessment that was done by another firm in 2009. McKenzie specializes in Public Safety buildings. They said the building is too small, should be twice as big as it is right now. The City asked them to give 3 options.

Option #1 would be to keep the existing building, do seismic upgrades and add a 2nd story onto the back of the building. They estimate this will cost \$10.8 million.

Option #2 would be to demolish the current building and rebuild on the same site. They estimate this will cost \$10.2 million

Option #3 would be to build a new facility on a new site. They estimate this will cost \$12.7 million

Options 1 & 2 would require the department to temporarily move to another facility while under construction.

They will also look at the potential to remodel the current building and use it for other city departments (engineering & community development). They estimate this will cost \$2.2 million.

The City wants a discussion regarding what to do with the old building, i.e.; community center, park, etc.

Nick Chan asked about the expected growth of the city and what is the best case scenario for the department. Chief Schutz said Forest Grove is one of the top 6 fastest growing cities in the state. She said they are up 32% in calls for service.

Anne Niven asked about a combination building with police & city administrative offices. Chief Schutz said her preference would be to have a standalone building for police only. She would like to stay in the downtown area. There was discussion about the Times Litho site, but it is not an option.

Paul said they would be looking at a General Obligation Bond of \$15 to \$15.5 million. This would be an additional \$100 per year for a homeowner for 20 years. The earliest possible date to go out for a bond would be November of 2016. There needs to be an education process for the citizens first, possible open houses, survey or poll, etc.

Paul said the City would like help from PSAC to start looking at criteria for a new building site. Staff will begin the process of requesting qualifications for potential contractors.

Drue Garrison said he would be willing to be on the committee. He has worked on similar projects in the past.

Tim Rippe said he has a Civil Engineering degree and a supply chain background and would be willing to be on the committee as well.

Robert Mills will also be on the committee.

8. **NEW BUSINESS**

School Safety discussion - Chairman Seable said that it is the PSAC mission to advocate for Public Safety for the citizens of Forest Grove. He noted that the topic of school safety has been mentioned a couple of times in the past. Given the recent tragedy in Roseburg, it was decided that now was a good time to discuss what the FGSD and FGPD would do in the event of an emergency at one of the schools.

Connie Potter said that she helped at Reynolds High School as a PIO after their school shooting a couple of years ago and she just spent 2 days down at Umpqua Community College helping with communications. She said that you can prepare all you want but you cannot be totally prepared for an event of this nature.

She said they do have protocols in place and feel good that staff and students are trained on the protocols. She explained the "I Love U Guys" protocols

they have adopted. The "I Love U Guys" Foundation was created by parents of a girl that was killed in a school shooting in Colorado. Most schools in Washington County as well as throughout the state have adopted these protocols.

She said they have written job descriptions for every role & have reunification sites identified to reunite parents with students.

John O'Neill said they just finished a few facility modifications over the summer including additional key cards. They have exterior surveillance cameras at all of their schools and a few interior cameras. They have purchased some new radios for communications as well. They have created a supply list of items they want to have for all classrooms. There is an expense to this and have not been able to purchase these items yet. For instance, buckets to use as toilets, chemicals, water, food, etc.

One of the hardest things to control will be the parents. Unfortunately, this compromises the emergency crew response. Connie said that they plan to hold community meetings with parents. The FGSD bus service would be used to bus the kids to the reuniting site. Councilor Thompson mentioned that the Grove Link bus system could help with bussing as well.

Chief Schutz had a short power point slide on the time frame for the recent shooting in Roseburg. She noted how quickly the reunification site was set up. She showed some past history of school shootings and some recent events that the FGSD & FGPD have been involved with. Chief Schutz said both the Police & Fire departments have trained for an Active Shooter. These drills are ongoing. All officers have tourniquets on their belts. She suggested that every school door should have a number on the inside and outside. This would be an identifier in an emergency. Another thing they could use is their alarm system. It could be made to alarm folks in another way...different light or bell. These items are all budgetary and would need additional funding. SRO Villaraldo said one of the last Active Shooter drills he attended included WCSO, Metro West Ambulance, Beaverton Police & TVF&R. They will keep training and getting better at responding. Chief Schutz said Beaverton School District is more advanced with their planning. Officer Kevin Sutherland is in charge of safety for the BSD.

Nick Chan asked about private schools. Connie Potter said they would take

care of notifying the charter schools in the district. It was suggested that they include other private schools, Emmaus and West Side Christian for instance in a notification of a lockdown or lockout situation since they are close to the FGSD schools.

Anne Niven asked if there will be single access doors and metal detectors.

Connie Potter indicated that budget is a big piece of that.

John O'Neill said that metal detectors do not work. If someone wants to do damage, they could stash a gun over the fence and could get it once they enter the school. He indicated they definitely have some financial challenges to address.

Tim Rippe proposed that the FGSD have a booth at the National Night Out event.

Nick Chan asked what the cost of putting supplies in the rooms would be. Connie said they do not have a cost of that yet.

Chairman Seable said this discussion has been very helpful. He said that if PSAC could help facilitate between the FGSD or FGPD they would on board as well as any outreach, education or advocating for funding they would also be interested in helping.

Connie Potter and John O'Neill left at 8:43 am.

9. **ANNOUNCEMENT OF NEXT MEETING** – To be determined

10. **ADJOURN**

The meeting was adjourned at 9:30 am.

Recorded & submitted by Sharon Cox, Administrative Assistant

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3K

Monthly Building Activity Report

December-15

2015-2016

Category	Period: December-14		Period: December-15	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	1	\$272,663	7	\$1,877,040
SFR Addition & Alt/Repair	4	\$18,934	4	\$135,626
Mult. Fam. New/At				
Group Care Facility				
Commercial New	2	\$154,471		
Commerical Addition				
Commercial Alt/Repair	5	\$136,860	9	\$162,551
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	1	\$9,536	1	\$550
Grading				
Demolitions	1			
Total	14	\$592,463	21	\$2,175,767

Fiscal Year-to-Date

2014-2015		2015-2016	
Permits	Value	Permits	Value
143	\$20,622,968	156	\$21,629,502

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RESOLUTION NO. 2016-01

**RESOLUTION DESIGNATING CITY OF FOREST GROVE
CITY COUNCIL MEETINGS FOR YEAR 2016**

WHEREAS, Pursuant to Council Rules, Section III(1), the City Council must adopt a resolution at the first meeting of each year designating its meeting dates for the year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the Regular Meetings of the City Council of Forest Grove shall be held on the second and fourth Monday of each month (unless Monday is a City holiday, the meeting will be held Tuesday) during the Year 2016 as follows:

January	Monday, 11 th	&	Monday, 25 th
February	Monday, 8 th	&	Monday, 22 nd
March	Monday, 14 th	&	Monday, 28 th
April	Monday, 11 th	&	Monday, 25 th
May	Monday, 9 th	&	Monday, 23 rd
June	Monday, 13 th	&	Monday, 27 th
July	Monday, 11 th		
August	Monday, 8 th		
September	Monday, 12 th	&	Monday, 26 th
October	Monday, 10 th	&	Monday, 24 th
November	Monday, 14 th	&	Monday, 28 th
December	Monday, 12 th	&	

Section 2. That Work Sessions, Special Meetings, Emergency Meetings, Executive Sessions, and Adjourned Meetings may be scheduled during the Year 2016 at the discretion of the Mayor.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day January, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of January, 2016.

Peter B. Truax, Mayor

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A place where businesses and families thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	<u>3m-3Q</u>
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: January 11, 2016

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder

SUBJECT TITLE: B&C Reappointments and Resignations

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	X	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

BACKGROUND:

The following Boards, Committees and Commissions (B&C) members whose terms are expiring at year-end have submitted reappointment applications (attached) and/or has submitted resignation:

Community Forestry Commission 3-Year Term

A2009 Lance Schamberger Reappt

Library Commission 2-Year Term

A2009 Pamela Bailey Reappt

Parks and Recreation Commission 4-Year Term

Accept Resignation (Todd Winters, SW, Term Expiring December 31, 2017)

Public Arts Commission 3-Year Term

A2006 Kathleen Leatham Reappt

Sustainability Commission 4-Year Term

A2014 Edgar Sanchez-Fausto Student Advisory Reappt

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving the attached resolutions making the above-noted reappointments and accepting the above-noted resignation. If Council desires not to make reappointments, Council may reject item(s) on the Consent Agenda and/or discuss separately.

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RESOLUTION NO. 2016-02

**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION**

WHEREAS, Resolution No. 1992.23 has provided for a Community Forestry Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Community Forestry Commission, three-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby reappointed to the City of Forest Grove Community Forestry Commission for the following term:

<u>Last:</u>	<u>First:</u>	<u>Term Expires:</u>
Schamberger	Lance	December 31, 2018

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of January, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of January, 2016.

Peter B. Truax, Mayor

Anna Ruggles

From: Lance Schamberger [REDACTED]
Sent: Thursday, December 17, 2015 8:30 AM
To: Anna Ruggles
Cc: Daniel Riordan
Subject: RE: Time to Renew your B&C Term; Current Term Expire 12/31/15

Thanks Anna. Count me in for another term on the Urban Forestry Commission.



Lance Schamberger



3N

RESOLUTION NO. 2016-03

**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
LIBRARY COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Library Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Library Commission, two-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby reappointed to the City of Forest Grove Library Commission for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Bailey	Pamela	December 31, 2017

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of January, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of January, 2016.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

<input type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input type="checkbox"/> Committee for Citizen Involvement	1 st Tuesday, 5:30pm	<input type="checkbox"/> Planning Commission	1 st & 3 rd Monday, 7pm
<input type="checkbox"/> Community Forestry Commission	3 rd Wednesday, 5:15pm	<input type="checkbox"/> Public Arts Commission	2 nd Thursday, 5pm
<input type="checkbox"/> Economic Development Commission	1 st Thursday, Noon	<input type="checkbox"/> Public Safety Advisory Commission	4 th Wednesday, 7:30am
<input type="checkbox"/> Historic Landmarks Board	4 th Tuesday, 7:15pm	<input type="checkbox"/> Sustainability Commission	4 th Thursday, 6pm
<input checked="" type="checkbox"/> Library Commission	2 nd Tuesday, 6:30pm		

NAME: Pamela Bailey

RESIDENCE ADDRESS: [REDACTED]

MAILING ADDRESS: Forest Grove, OR 97116

EMPLOYER: Banks School District

HOME PHONE: 503-3 [REDACTED]

BUSINESS PHONE: 503- [REDACTED]

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: Teacher

How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Our commission has put together a mission statement and many policies that help the library to function more smoothly.

Please indicate what you would like to accomplish during your new term: We just completed a Strategic Planning Process, and I would like to continue to work towards fulfilling the goals set by the community during this process.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? I am organized and have good writing skills. I work well with other people and appreciate the importance of the Library's role in our community.

Previous/current appointed or elected offices: Union leadership in Banks School District, Chair - Library commission

Previous/current community affiliations or activities: Library commission

Within the last 12 months, please indicate the number of meetings you were unable to attend: 0

Signature	Date <u>12/7/2015</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.</i>	

(ReApp 11/13)

Anna Ruggles

From: Tom Gamble
Sent: Wednesday, December 16, 2015 5:01 PM
To: Anna Ruggles
Cc: Brad Bafaro [REDACTED]; Butch Sullivan; Cindy Donovan; Glen VanBlarcom; Jeremiah Toews; Paul Waterstreet; Ralph Brown; Steve Huffman; Susan Taylor; Tom Johnston
Subject: Winter

Hi Anna,

I just had a conversation with Todd Winter and he will be sending you a resignation letter, removing himself from the Recreation Commission. He has taken a position in Eugene and will be moving there in the next week or two. Sorry to see him leave.

Thanks,
Tom

Tom Gamble
Director Parks and Recreation
City of Forest Grove
P.O. Box 326
2300 Sunset Dr.
Forest Grove, OR 97116
(503)992-3237

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RESOLUTION NO. 2016-04

**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

WHEREAS, Resolution No. 2006-06 has provided for a Public Arts Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Public Arts Commission, three-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby reappointed to the City of Forest Grove Public Arts Commission for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
Leatham	Kathleen	December 31, 2018

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of January, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of January, 2016.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

<input type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input type="checkbox"/> Committee for Citizen Involvement	1 st Tuesday, 5:30pm	<input type="checkbox"/> Planning Commission	1 st & 3 rd Monday, 7pm
<input type="checkbox"/> Community Forestry Commission	3 rd Wednesday, 5:15pm	<input checked="" type="checkbox"/> Public Arts Commission	2 nd Thursday, 5pm
<input type="checkbox"/> Economic Development Commission	1 st Thursday, Noon	<input type="checkbox"/> Public Safety Advisory Commission	4 th Wednesday, 7:30am
<input type="checkbox"/> Historic Landmarks Board	4 th Tuesday, 7:15pm	<input type="checkbox"/> Sustainability Commission	4 th Thursday, 6pm
<input type="checkbox"/> Library Commission	2 nd Tuesday, 6:30pm		

NAME: Kathleen Leatham

RESIDENCE ADDRESS: [redacted] Forest Grove, OR 97116

MAILING ADDRESS: _____

EMPLOYER: Senior Development Resources, LLC

HOME PHONE: 503 [redacted]

BUSINESS PHONE: _____

E-MAIL: kleatham28@aol.com

OCCUPATION/PROFESSION: Owner - Long Term Care Developer

How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: I have been on the commission since the inception and have been chair for seven years. Please refer to my last applications! For this year, we received a CEP grant award to acquire our second major art acquisition - a sculpture for Rogers or Lincoln Park. We received a grant of \$1,000 from RACC toward our goal. We have funded numerous mini grants.

Please indicate what you would like to accomplish during your new term: I would like to complete the current acquisition and its installation. I would like to see PAC be even more aggressive in writing grants in collaboration with the Forest Grove Foundation to realize more significant art for the Outdoor gallery currently detailed in the Walking Brochure developed in 2015. I would like to see a greater awareness of PAC in the general community through co

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? I was an original commissioner and have been the chair for seven years. I have a background in professional theatre and vocal performance. I have a history of dedication to all art as a proponent of the viability of a community. As cultural awareness grows, so grows the community. I feel that I am good at finding collaboration opportunities.

Previous/current appointed or elected offices: Incoming President for Care Partners Hospice; GAP Board

Previous/current community affiliations or activities: PAC Chair; PEO Chapter D, GAP, Seminar Leader - "From the Inside Out" - dementia training

Within the last 12 months, please indicate the number of meetings you were unable to attend: One

Kathleen Leatham Date: 12/9/2015
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed

(ReApp 11/13)

RESOLUTION NO. 2016-05**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION**

WHEREAS, Resolution No. 2013-69 has provided for a Sustainability Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Sustainability Commission, four-year term, and student advisory, one-year term.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby reappointed to the City of Forest Grove Sustainability Commission for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Sanchez-Fausto	Edgar	Student Advisory	December 31, 2016

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of January, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of January, 2016.

Peter B. Truax, Mayor

From: Edgar ([redacted])

Sent: Sunday, December 20, 2015 9:02 AM

To: Anna Ruggles

Subject: Re: Time to Renew your B&C Term; Current Term Expire 12/31/15

Hello Anna,

I would like to seek reappointment for next year (until I graduate or a bit before).

Thank you Anna! Sorry for any confusions!

Edgar Sanchez

Sent from my iPhone

[redacted]

Forest Grove Latino Community Summit Report

Presented by members of the Forest Grove
Sustainability Commission and community
members

January 11, 2016



Recap of Summit (held on May 20th, 2015)

- Purpose: *Identify and address barriers to civic engagement among underserved populations in Forest Grove with the assistance of community groups and organizations*
- Target area of the Forest Grove Sustainability Commission's Action Plan
- Approximately 45 Latino community members attended
- City Council members, the Mayors of Forest Grove and Cornelius, several City staff, and a representative of the Forest Grove School District attended the presentation portion of the event

**Foro Comunitario Latino
de Forest Grove y Cornelius**

¡Atrévete a hacer la diferencia en la comunidad, con tu voz!

**Miércoles 20 de Mayo de 2015
de 6 a 8 de la tarde**

En La Hacienda
2020 Main St. Forest Grove

Habrà cuidado de niños y bocadillos ligeros

Organizado por la Comisión de Sostenibilidad de Forest Grove
Y patrocinado por:

Pacific University Oregon | ADELANTE MUJERES | FOREST GROVE | La Hacienda Ballroom

The poster features a red background with white and black text. At the bottom, there is a graphic of several hands of different colors (black, white, grey) raised in a gesture of unity or participation.

METHODS

- Event conducted in Spanish, with English interpretation provided for English-speakers
- Small focus groups with facilitators and note takers
- Central, welcoming location
- Childcare provided
- Refreshments served

LIMITATIONS

- Demographics not collected ("dot surveys" planned for future summits)
- Some feedback was general (we will seek more specific recommendations at future summits, to allow for better follow-up)

Focus Groups: Sample Questions

- When you think about living in Forest Grove or Cornelius, what issues affect your life and well-being the most?
- What could the city departments do to better UNDERSTAND the challenges and barriers you and your family face, and better MEET your needs?
- Are you AWARE of opportunities for civic engagement? Do you currently participate in any of them?
- What would make these opportunities more meaningful for you? What would encourage you to become a member of a board or commission?
- How would you feel most comfortable expressing your opinion, ideas, and concerns to the City?

Outcomes and Feedback from Attendees

Primary barriers to civic engagement (identified by attendees)

- **Lack of Voice:** feeling disempowered, fear of authority limits participation, feeling "left off the agenda"
- **Communication:** lack of bilingual/bicultural communication results in lack of information as well as misinformation
- **Separation between Communities:** feelings of deep separation between Latino community and the predominant culture
- **Public Safety:** gangs, drivers license restrictions cause fear and feelings of being unsafe, perceived stereotyping on behalf of the police, want a better relationship with the police

Recommendations

Bilingual/Bicultural Communication and Events

- Cultivate trust and sense of inclusiveness
- Bring communities together
- Improve communication channels

Education and Outreach

- Support efforts of nonprofits and the police department in outreach to the Latino community
- Increase activities for families and youth (for example, at parks, the pool, more volunteer opportunities)
- Connect Latino community interests and values with the mission and activities of boards and commissions
- Explore possibility of a Latino community liaison on City staff (long term vision)

Next Steps

- Second summit event planned for Spring 2016 (exact date and location TBA)
- Funds will be sought through FG Sustainability Commission CEP Mini-Grant application and other in-kind sources
- To be involved in the planning and/or promotion of the event, please contact Karin Pfeiffer-Hoyt, kpfeifferhoyt@adelantemujeres.org

Thank you!

Full report of the summit included in City Council meeting packet

Questions?

Please contact Forest Grove Sustainability Commission Vice-Chair Karin Pfeiffer-Hoyt

kpfeifferhoyt@adelantemujeres.org

Forest Grove Latino Community Summit Report

EXECUTIVE SUMMARY

This is a report in regards to a Latino Community Summit held in Forest Grove on May 20th, 2015. The event was organized by the Social Equity workgroup of the Forest Grove Sustainability Commission in accordance with the Sustainability Action Plan. Event partners included Adelante Mujeres and Pacific University, with support from the United Church of Christ and Sunrise Church. The event was funded by partners, donations, in-kind support, and the City of Forest Grove. Possible actions and next steps outlined below will be taken on by the Social Equity workgroup, with specific recommendations for other Boards & Commissions, the City Council, and the City. **We congratulate city leaders for attending and listening to input from summit participants.**

Background & Purpose: The Forest Grove Sustainability Action Plan consists of seven topic areas, one of which is Social Equity. The Latino Community Summit addressed the following target area: *Identify and address barriers to civic engagement among underserved populations in Forest Grove with the assistance of community groups and organizations.* [The complete Action Plan can be found here.](#)

Outcomes & Lessons Learned

- Primary barriers expressed included alienation (understanding rules, voices not being heard, fear of authority), public safety (policing, drivers licenses, safe streets for walking), communication (bilingual and bicultural), and land use
- Participants seemed genuinely appreciative of the process. They felt that they were being heard and they especially liked that the event was entirely in Spanish, the location was familiar and convenient, and that childcare was provided during the event
- Facilitators were personally moved by experiencing a participatory activity in their native language, and the opportunity to report out on the feedback from their focus groups
- There are also generational life experiences that factor into responses. For future summits, it will be important to collect demographic information and more detailed, actionable input. This will help attendees feel that their input is welcomed and will be taken into account

Recommendations for the City of Forest Grove and Boards & Commissions

Bilingual/Bicultural Communication & Events

- Partner with community groups and organizations to hold cross-cultural events that deliberately bring the community together, cultivate trust, and bridge differences (for example, consider sponsoring events of Latino cultural significance)

Education & Outreach

- Support efforts of nonprofits and the police department in outreach to the Latino community and to steer youth towards positive, educational experiences
- Connect Latino community interests and values with the mission and activities of boards and commissions to prompt participation and advocacy in city decisions. For example, seek leaders in the Latino community to participate in efforts to get a shared community center for events and activities
- Explore the possibility of an ombudsman or a Latino community liaison on City staff (long term vision)

Next Steps for the Social Equity Workgroup

- Seek CEP mini-grant funds for pilot project to translate city information in the utility bill inserts and social media into Spanish (professional translation service). If successful, encourage the City of Forest Grove to add a budget line item for translation
- Plan a series of Community Summits for underserved populations. Enlist additional partners: CCI, FGSD, Centro Cultural, City of Cornelius, others. Build upon this report and identify further actions
- Explore proven avenues for facilitating bicultural cooperation on civic projects and prompting civic engagement from our underserved community

FULL REPORT

Introduction

The Forest Grove Sustainability Commission, which is made up of community members from the greater Forest Grove area, is committed to improving social equity in our city. The Commission is seeking ways to reach out and engage various communities within the city of Forest Grove. To begin that work, the Commission held a Latino Community Summit for Latino community members to discuss how Forest Grove can become a city that welcomes and supports equitable and sustainable opportunities for all community members.

Approach | Guiding Principles for Increasing Social Equity

(excerpts from Key to Sustainable Cities by Gwendolyn Hallsmith)

People participate in governance and decision-making when the established systems enable participation.

- People are educated and grow into whole human beings because the community systems nurture them and provide them with opportunities to fulfill their potential

We need to change the way we relate to other people and the planet

- Inspire a culture of compassion and activism in the community
- Help underserved communities build social capital through active community networks

Perceive the community as a whole system in how we conduct governance

- Understand and educate on the link between social equity and sustainability
- Improved social networks (build trust) to reinforce a sense of community
- Exercise power-sharing within community - higher level of empowerment and responsibility

Employ *capacity building* - especially of emerging leaders - to increase civic engagement

- Encourage and train leaders, recruit and involve volunteers, create and use networks, and develop new partnerships for projects proposed.
- The goal is to develop **trusted** relationships, credibility, and therefore, a level of legitimacy within the communities they serve.

Background | Sustainability Action Plan, Social Equity Topic Area

Vision: Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met.

Initial Action: Evaluate existing and potential equitable policies within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated.

Target Area (inspired the Latino Community Summit):

1. Support equitable access to opportunities, civic engagement, and the distribution of resources.
1e. Identify and address barriers to civic engagement among underserved populations in Forest Grove with the assistance of community groups and organizations

Measure: Primary barriers identified, plan in place for addressing barriers

Event | Milestone

Latino Community Summit - May 20, 2015

Organized by the Social Equity workgroup of the Forest Grove Sustainability Commission, in partnership with Adelante Mujeres, Pacific University, and with support from the United Church of Christ and Sunrise Church.

Methods

On May 20th, 2015, members of the Latino community in Forest Grove and Cornelius were invited to participate in focus groups where they were asked;

1. When you think about living in Forest Grove or Cornelius, what issues affect your life and well-being the most?
2. What could the city departments (police, fire, parks& rec, library, etc.) do to better UNDERSTAND the challenges and barriers you and your family face?
3. What could the city do to better MEET your needs?
4. Are you AWARE of opportunities for civic engagement? Do you currently participate in any of them?
5. Would you be interested in participating in any of these opportunities? If not, why not? What would make these opportunities more meaningful for you? What would encourage you to become a member of a board or commission?
6. How would you feel most comfortable expressing your opinion, ideas, and concerns to the city?

We planned the structure and format of the summit based on input and suggestions that we gathered from Latina women of the Adelante Mujeres Adult Education Program. They stressed to us the importance of conducting the event in Spanish, providing childcare, and inviting City and School District officials to attend the latter part of the event. We recruited some of these Latina women and provided training (by professor Don Schweitzer of Pacific University) on focus group facilitation. Members of Adelante Mujeres' Chicas Youth Development were recruited to provide childcare (space donated by the UCC Church) and to be note takers for the focus groups. They presented summaries of the focus group conversations to the larger group during the last portion of the event.

Approximately 45 members from the Latino community attended the summit and divided into 6 focus groups. City and School District officials attended the last portion of the event to hear the summaries of the focus group conversations. We provided language interpretation for these officials since the event was conducted all in Spanish. Our aim was to create a space where summit participants could freely express their opinions and input, in a safe and comfortable setting, while also allowing participants a chance to share their feedback directly with City officials. Notes from the focus groups were translated by Adelante Mujeres staff and distributed to workgroup members for analysis.

Focus Group Discussion Themes: The following is a summary of the themes that emerged from the focus group discussions. *Note: Latino attendees of the summit are referred to in this report as "participants."*

General sentiments

- Some members of the Latino community don't understand the "rules" and feel a sense of alienation and disempowerment
- Participants shared feedback regarding safety, policing, transportation, education, land use, and civic engagement

Communication

- The lack of bilingual and bicultural communication channels creates a separation between the Latino community and the rest of Forest Grove, and prevents civic engagement
- While Latinos may be aware of opportunities to participate in civic engagement, they may not completely understand the requirements or feel welcomed to participate

Police

- General fear of authority and anxiety with interacting with the police;
- Perceived stereotyping on behalf of the police
- Request education from the police department - inform about their rights and neutralize anxiety with police interaction
- The problem with gangs and security is a persistent worry

Planning | Land Use (*please note: these suggestions are anecdotal and more specifics are needed in order to know which parks, ordinances, and roads the participants were referring to. The following input summarized the participants' conversations at the summit regarding planning and land use*).

- Request changes to land use ordinances to allow for growing crops
- Concern about the parks with no bathrooms making it difficult to bring young children
- Concern that children don't always have safe routes to walk to and from school

THEMES THAT EMERGED FROM THE SUMMIT

I. Lack of Voice (disempowerment)

Separation between Communities: Responses from focus group participants indicate feelings of deep separation between the Latino community and the predominant culture. Much of this seemed to be tied to areas of communication. The lack of bilingual/bicultural communication was mentioned throughout the focus group conversations, which participants felt resulted in a lack of information and at times, misinformation. This was also key in explaining why there is a lack of participation in civic engagement: "We do not know how to participate." Participants also voiced concern over what they felt was a lack of representation in city government, "where are the City Officials?" Others expressed feelings of being left off the "agenda" and when officials do come to them, "they do not listen."

However, participants voiced a desire to develop a better relationship and offered many suggestions for how this relationship might improve. Suggestions included holding events for both communities, having a shared community center for events and activities, having a representative for organizing events, and generally create more opportunities for the two communities to come together. Concrete examples included increasing bilingual/bicultural staff and services within the City government, and providing the electric bill in Spanish.

Police: The issue of gangs was mentioned in several focus groups. This seems to be a big concern for the community yet analysis seems to suggest that community members view their interaction with police in ways that could be counterproductive to that work.

- There is an absence of police presence – they don't "see" them, "police officers are usually hidden."
- When there are interactions, community members are afraid. Participants provided examples of "very unpleasant" experiences such as "yelling" at young people and "stopping" groups of community members. Beyond those examples, participants expressed a lack of awareness of their civil rights and said that this perpetuates feelings of fear because they are unsure what "police officers [are] allowed to ask" and community members feel the police know this and take advantage of it.
- Participants want a better relationship with police; they would like the police to "educate our community", to build relationships by "talking with children" and providing "more informative

activities to teens”, and to “give out information” as a whole (something they felt used to be done but has been discontinued).

- This serves as an opportunity for the police to cultivate a shared aspiration and prompt community support.
- One barrier that could be fostering all of these feelings is a perceived lack of bilingual/bicultural communication.

2. **Activities for Families & Youth**

Participants described the need for more activities for families and youth. They stated a need for increased family activities at area parks and pools, “activities that get kids excited and make them enthusiastic.” They also mentioned a desire for more volunteer opportunities for children and youth. In particular, there were concerns around the lack of positive social opportunities for young people, which, some felt, were leaving them at risk to gang involvement. One focus described how they do not feel there are adequate mental health services for Latino youth and that these young people need a place to go, “somewhere they don’t feel judged.” Responses from participants seemed to suggest a high use rate of city parks. Specific concerns in the areas of parks included the need for more clean bathrooms, water fountains and hand washing stations, but it was unclear which parks were being referred to, and where the parks were located.

3. **Safety**

Participants stated concerns with regards to safety, most notably due to driver’s license restrictions. Though that is a state wide issue, it clearly affects community members in and around Forest Grove. Participants also commented on the lack of sidewalks. They described areas where children were forced walk on roads with traffic each day as they walked to school. They added it was not only just for children’s safety, but “to make things safer for all pedestrians.” Participants also discussed there were areas that have a lack of adequate street lights.

LIMITATIONS OF THESE FINDINGS

Findings from this work should be tempered with a note of caution. Because of the timing of the event, recruitment was broadcast widely and we unable to know with any degree of certainly *exactly* where the participants resided. Yet remarks in the transcripts indicate a majority of participants were residents of both Forest Grove and Cornelius. This limitation will be addressed in future summits.

POSSIBLE ACTIONS

Proposed Next Steps for the Social Equity Workgroup of the Forest Grove Sustainability Commission:

- a. Conduct additional Latino Community Summits (proposed CEP mini-grant)
 - Same basic structure of event with greater attention to identifying specific detailed responses (for example, identifying the specific park that a participant is referring to, if there is a comment about the need for better lighting in parks). For future summits, include a focus group question that asks “what kind of things is the City already doing that helps you feel welcome/involved/valued as a community member?” It would be helpful to know what the Latino community perceives that the city is doing well, in order to build on those strengths and model after them. This can even include what the City of Cornelius is doing, with examples of possible actions.
 - Strengthen partnerships with western WA County agencies and municipalities
 - Consider hosting the next event at Centro Cultural in partnership with the City of Cornelius, which has implemented strategies to more fully engage the Latino community in their town

- b. Carry out Social Equity *possible actions* adopted in the Sustainability Action Plan:
 - 1a. Evaluate current needs and budget ramifications of implementing bilingual services such as signage and utility notices, interpretation services for meetings, police and fire dept. notices, and recruitment of bilingual staff
 - 1b. Improve access to social services for all Forest Grove community members
 - 1c. Create additional opportunities for civic engagement. Promote more involvement of low-income, minorities, youth, seniors, and other underserved populations
 - 1e. Identify and address barriers to civic engagement among underserved populations in Forest Grove with the assistance of community groups and organizations
 - 1f. Increase representation from the Latino community and other underserved populations on all City boards and commissions
 - 1g. Evaluate the feasibility of establishing a Social Equity Committee that would examine barriers to service within the city
- c. Continue to develop recommendations and strategies for increasing civic engagement of the Latino community and the equitable distribution of resources:
 - Develop and implement specific approaches that city departments could take to improve communication and engagement with the Latino community
 - Explore opportunities that welcome the Latino community and encourage participation
 - Explore opportunities for outreach towards Latino youth to be involved with the community, whether through commissions or events

Recommendations for the City of Forest Grove and Boards & Commissions:

- Ensure that the voice and input of the Latino community are truly valued on the city-wide level
- Provide bilingual/bicultural resources
- Connect the priorities and interests of the Latino community to the mission and activities of the City, boards & commissions, and events
- Educate the Latino community on specific opportunities to influence city policies as well as opportunities for civic engagement
- Create and invest in opportunities to involve Latinos in events as well as City or commission meetings
- Explore possible actions that would provide the Latino community with an equal opportunity to be informed, to feel welcome, and be encouraged to be involved(e.g. a bilingual utility bill insert)
- Explore opportunities for Latino representation at the City of Forest Grove

CONCLUSION

The Latino community is open to communicate more with city officials, to increase their level of civic engagement, and participate more actively in community issues, but the conditions to do so on a regular basis aren't in place yet. We recommend the possible actions outlined above, to address these barriers.

Notes and contact information:

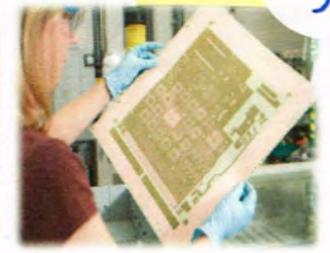
The event organizers were: Don Schweitzer, Arturo Villaseñor, Karin Pfeiffer-Hoyt, Brian Schimmel, Robin Lindsley, and Hailey Leslie, with assistance from Edgar Sanchez, Malynda Wenzl, and Dale Feik. Jose Jaime was the main facilitator, and the focus groups were facilitated by Araceli Román, Mary Carmen Gaona, Maria Elena Sandoval, Magdalena Carbajal, and Reyna Sagrero. The notetakers/presenters were Briana Larios, Fatima Urenda, Darlene Medina, Odalys Alvarez, and Emilia Fajardo; all participants of the Chicas Youth Development Program. In addition to the event sponsors, we would like to thank Chicas participants for providing childcare, the Forest Grove United Church of Christ for providing space for the childcare, the Forest Grove Sonrise Church for generously donating funds for refreshments at the event, and La Hacienda Ballroom.

For more information, or to be involved in upcoming community summits, please contact Social Equity working group member Karin Pfeiffer-Hoyt at kpfeifferhoyt@adelantemujeres.org.

May 2015 Latino Community Summit Budget

	Actual Expenditures	Sponsor	Other in-kind	Other #2
Personnel Services		\$850		
Supplies	\$250 (Sonrise Church)			
Capital				
Materials				
Other (Ads/printing)	\$25 (individual/Pacific)			
Event space rental	\$160 (\$80 individual donation, \$80 from the City of FG)		\$160	
Interpretation services	\$45 (\$22.50 from an individual, \$22.50 from the City)		\$34	
Stipends for Chicas: note takers and childcare	\$135 (individual donation)			
Volunteer hours			\$800	
Total	\$615	\$850	\$994	

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Food Waste Composting

Presentation to City Council

January 11, 2016

A place where businesses and families thrive.

Objective for Presentation

- City of Forest Grove has been evaluating a program to combine food waste from the regular waste stream with yard debris so food waste is also composted.
- As part of the program implementation, the City of Forest Grove with the assistance of Washington County Cooperative Recycling Program has applied for a \$27,256.00 grant from the Oregon Department of Environmental Quality for kitchen pails to collect food waste before it is taken out to yard debris/food waste recycling roll cart.

Objective for Presentation, cont.

- DEQ needs to know that City is committed to implementing the program as part of its grant evaluation process. Staff is requesting City Council affirm its commitment to the program tonight.
- If Council is committed to the program, staff will bring a rate increase for solid waste collection to the Council for approval at future meeting.

History

- Proposed by Sustainability Commission
- Involved representatives of Waste Management and Recology (Nature's Needs in North Plains)
- Also interviewed staff from Washington County and Metro involved with solid waste programs
- Completed White Paper to look at proposal and evaluate key issues
- Held City Council Work Session on October 12, 2015
- Did online polling to gauge public's interest
- Held public forum on December 9, 2015, to discuss proposal and receive public input

Program

- Combine food waste into yard debris bins beginning May 1, 2016, for single-family residential customers only.
 - No multi-family – collection and contamination issues
 - No commercial – no certified processing facility
- No change in pick-up schedules – all waste will continue to be picked up weekly
- Haul to Nature's Needs in North Plains (currently accepts combined food/yard wastes from Portland)
 - Change from current facility in Cornelius (S&H Logging)
 - Longer trip lengths

Objectives of Program

- Reduce the amount of material that the City of Forest Grove sends to the landfill. Rate proposal from Waste Management estimates 245 tons annually will be diverted once volume builds up.
- Reduce the life impacts of food by recovering food scraps for compost, a beneficial product that can improve crop yield and soil health.
- Contributes to local, regional, and statewide diversion targets.

Costs of Proposal

- After reviewing Waste Management's proposed costs to implement the program, staff will recommend a \$1.45 per month rate increase to single-family residential customers.
- Original estimates were \$1.48 to \$1.68 per month with the additional \$0.20 per month being used to fund education efforts.
- Washington County Cooperative Recycling Program will partner with the City and is committing staff time and funds to develop, print, and distribute educational materials to help implement the program and do continuing education so funds in the monthly rate for education were not needed.

Costs of Proposal, cont.

- Recology has offered to give Forest Grove residents up to one cubic yard of compost at no cost. Details of how it will be distributed have not been finalized.
- DEQ Grant – if approved will provide \$27,256 in funding to purchase, assemble, and deliver 4,980 kitchen pails to single-family residential customers in Forest Grove. Funds cannot be spent until after grant paperwork is completed which is the reason for the May 1, 2016, start date.
- There is matching funds of \$18,712 required by Washington County Cooperative Recycling Program and the City to conduct an educational and outreach campaign in cooperation with Waste Management. The match consists of \$11,621 in County and City staff time and \$7,091 from Washington County to purchase educational materials (postcards, roll cart decals, composting brochures, and utility bill inserts).

Public Input

- Public Forum, December 9, 2015
 - 9 members of the public attended (City and County staff, Sustainability Commission members, and industry representatives not included in that number)
 - Polling using clickers indicated that 6 of the 8 attendees were in favor (one left before polling)
- Online Poll – 101 responses
 - Implement Program – 50% Yes, 50% No
 - When Cost of \$1.48 added to question – 43% Yes, 57% No
- Community Development Director has received 5 phone calls opposing the program – main reason indicated was they are on fixed income and could not afford the extra cost.

Next Steps

- If Council affirms willingness to implement program:
 - Inform DEQ as part of grant evaluation process
 - Bring a rate increase proposal to Council to fund the new program at a future Council meeting
 - City staff begin working with Washington County Cooperative Recycling Program staff to develop educational materials so the program is ready to be implemented on May 1, 2016.



A place where businesses and families thrive

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: January 11, 2016

PROJECT TEAM: Jon Holan, Community Development Director, Paul Downey, Administrative Services Director
Jeff King, Economic Development Manager, Daniel Riordan, Senior Planner

SUBJECT TITLE: Public Hearing and First Reading of an Ordinance Authorizing the City Manager to enter into a Development Agreement with Tokola Properties to allow for development of land located north of Pacific Avenue and west of A Street in downtown Forest Grove; File No. 311-000022-PLNG

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

Shall the City Council approve an ordinance authorizing the City Manager to enter into a Development Agreement with Tokola Properties to allow for development of a mixed-use development project comprised of 78-apartment units, approximately 2,500 square feet of commercial space and 94 parking spaces on 1.53 acres located north of Pacific Avenue and west of A Street in downtown Forest Grove?

BACKGROUND:

In 2012, the City purchased approximately 2.5 acres of land in downtown Forest Grove commonly known as the "Times-Litho" site. The Times-Litho Corporation operated a printing company at the site. The printing company ceased operations several years earlier. As a result, the buildings sat vacant and began to deteriorate. The City Council appreciated the opportunity the site provided for a visible catalytic redevelopment project anchoring the west end of downtown Forest Grove and authorized the City to acquire the property.

To achieve the City's objectives for the property the City issued an RFP to solicit development proposals. The RFP was released in 2014. The City received one response from Sycan B Corporation which expressed interest in pursuing a hotel project at the Times-Litho site but later withdrew from further consideration. While the City was working with Sycan B Corporation, Tokola Properties approached the City and expressed interest in pursuing a mixed-use (residential and commercial) development possibly including a hotel at the site. Over the course of several months Tokola refined their development concept based on a market analysis and City objectives for the property. The project concept prepared by Tokola Properties is described in detail in this memo. The project concept is for an initial phase possibly followed by development along the property's B Street frontage.

The City entered into an exclusive negotiating agreement with Tokola Properties in 2015 in order to refine the project concept based on the City's objectives for the property. The negotiating agreement outlined key aspects of the project important to the City including that the project be undertaken by a private developer. Important project elements for the City include a landmark transit-oriented development consisting of a mix of

diverse uses, incorporation of a privately constructed plaza area complementing the City's streetscape, private parking with limited visibility from the public right-of-way, and an overall project design that complements and enhances the historic Town Center environment. Other important project elements include incorporation of low-impact design features and site improvements that enhance the building exterior and improve ecological performance. Desirable sustainable elements include construction waste recycling, energy and water efficiency, materials selection and ecologically sound design features. Another important aspect of site design is the desire for public pedestrian connectivity to the site, particularly from 21st Avenue and Pacific Avenues.

Tokola Properties is seeking public assistance to address project funding gaps and to make the project feasible. Any public assistance provided to the project will be addressed by the City through a separate disposition and development agreement (DDA). The DDA will be considered by the City Council acting as the Urban Renewal Agency Board of Directors.

The City entered into negotiations with Tokola Properties in large part due to the firm's demonstrated track record of developing transit-oriented, catalytic projects in town centers. Project examples include the recently completed Fourth and Main Project in downtown Hillsboro and 3rd and Central in downtown Gresham. Also entering into the City's decision to work with Tokola is their business model which includes long term project ownership demonstrating a commitment to project success.

On November 20, 2015, Tokola Properties (through their representative Studio C Architecture) filed for land use approval of a development agreement, site plan review and design review for a mixed-use development project on land acquired by the City of Forest Grove (Attachments A and B). The project proposal includes 78-apartment units (including 5 live-work units), approximately 2,500 square feet of commercial space, 94 off-street parking spaces, and a privately constructed/publicly accessible plaza area comprised of approximately 2,900 square feet.

The land use approval for this project involves three elements: 1. Approval of a development agreement, 2. Approval the site development plan and 3. Design review approval. Each aspect of land use approval is discussed below. Development Code Section 10.1.205 allows for consolidated review when more than one land use approval is required. As such under the provisions of 10.1.205 (Consolidated Review), all the applications can be reviewed at one time. In such cases, the process for the highest numbered procedure will apply to all applications. In this instance, the Development Agreement is a Type IV process requiring approval by the City Council. Thus, all three applications are subject to Council approval.

A development agreement is necessary due to the timing of preparing amendments to the Development Code to implement certain policies of the Forest Grove Comprehensive Plan. The 2014 update to the Comprehensive Plan included adoption of new policies to encourage more intensive residential development in downtown Forest Grove:

- Sustainability Goal 7: Promote interconnected land uses that encourage diverse, accessible, and proximate land uses that promote active living and access to vital services including employment, education and healthy food.
- Economic Development Goal 7: Promote the Forest Grove Town Center as the Focal Point of the Community.
- Economic Development Policy 7.10: Amend development standards to increase minimum development densities in the Town Center to improve the economic investment climate for residential construction and encourage a variety of housing types.

- Economic Development Policy 7.11: Promote investment in urban living infrastructure amenities to enhance livability in the Town Center.
- Urbanization Policy 10: The City of Forest Grove will continue to promote the efficient use of land within the Forest Grove Town Center and any areas designated as transit station communities on the Forest Grove Comprehensive Plan land use map.

To implement Comprehensive Plan policies including those identified above, the City applied for a received a code assistance grant from the Oregon Department of Land Conservation and Development. Grant proceeds were used to retain a consultant with experience preparing development codes for town centers and mixed use areas. Work began in December 2014 and is expected to be completed in April 2016. The proposed code amendments subject to this project include increasing the target density in the Town Center from 20.28 dwellings per net acre to 40 dwellings per net acre and establishing a maximum density of 100 units per net acre provided the project includes certain amenities. Proposed project amenities eligible for the density bonus include bicycle amenities, energy efficiency improvements, use of "green" building materials, incorporating low impact design features for stormwater, space for ground floor retail, residential gardening space, rooftop garden or eco-roof, outdoor plaza, structured parking, LEED certification or other amenity approved by the Planning Commission. The Tokola Project incorporates many of these features as described in this memo.

Another proposed code amendment applicable to this project is establishing minimum off-street parking spaces for residential projects in the Town Center. Currently, no off-street parking is required in the Town Center for any use. A parking analysis for the proposed project is provided below in Section III.

Since the updated Development Code will not be in place until April 2016 a development agreement is necessary to accommodate project density and other design features necessary to achieve the City's redevelopment objectives for the property. Specifically, a development agreement is necessary since residential density will exceed what is currently allowed under the City's zoning rules.

Planning Commission Review and Decision

The Planning Commission conducted a public hearing on December 7, 2015. The staff report submitted to the Planning Commission is attached as additional background and analysis (Attachment C). In general, the Planning Commission staff reports addresses whether or not the project proposal meets the applicable review criteria. If a particular criterion is not met as proposed the staff report describes how the criterion could be met. In addition, The Planning Commission staff report provides:

- Additional background;
- Overview of Existing Conditions;
- Project Overview;
- Traffic Analysis;
- Development Agreement Review Criteria;
- Site Development Review Criteria; and
- Design Review Criteria

Attachment C demonstrates that the project will meet all applicable review criteria with conditions of project approval recommended by the Planning Commission. The conditions of approval adopted by the Planning Commission are listed in Attachment E (Planning Commission Decision 2015-05).

The Planning Commission minutes are also attached describing the public testimony received and the Commission's deliberations (Attachment D). One person provided testimony in support of the project application. No persons provided testimony in opposition to the project. Three persons provided testimony as being neither in support or opposition.

As mentioned above, the Planning Commission decision, adopted findings and conditions of approval are attached for reference (Attachment E).

Required Approvals

Land use approval for this project requires three actions:

1. Approval of a Development Agreement;
2. Site Plan Approval; and
3. Design Review Approval

Under ORS Chapter 94.504 et. seq. (Development Agreements) a Development Agreement is considered a land use action subject to ORS Chapter 197 (Comprehensive Land Use Planning Coordination). As such, City Council must adopt an Ordinance with specific findings demonstrating compliance with the requirements of ORS Chapter 94. Under the City Charter, adoption of an ordinance requires two readings. The Ordinance (Attachment F) is provided for first reading on January 11, 2016 and second reading on January 25, 2016. If approved, the ordinance becomes effective 30-days after adoption.

In addition to the Development Agreement, project approval also requires site plan approval, and design review approval. As stated above, Development Code Section 10.1.205 allows for consolidated review when more than one land use approval is required. As such under the provisions of 10.1.205 (Consolidated Review), all of the land use actions can be reviewed at one time. In such cases, the process for the highest numbered procedure will apply to all applications. In this instance, the Development Agreement is a Type IV process requiring approval by the City Council. Thus, all three land use actions are subject to Council approval.

Unlike a Development Agreement, site plan approval and design review approval do not require adoption by ordinance. Typically, site plan review is approved administratively. Design review is either approved administratively or by the Planning Commission depending on whether the review is based on clear and objective approval standards or discretionary design guidelines. These actions do not require approval by ordinance. As such, the appropriate method for granting project approval is through adoption of an Order. Unlike ordinances, orders do not require two readings at subsequent meetings. As such, the orders granting site plan and design review approval will be provided for City Council action on January 25th.

Supplemental Traffic Analysis

A supplemental parking analysis prepared by Kittelson and Associates is attached for additional information (Attachment G). The purpose of this analysis is to document estimated parking demand for the proposed development project. The analysis is based on information provided in *Parking Generation, 4th Edition*, published by the Institute of Transportation Engineers (ITE). Based on this information, average peak period parking demand at a low- to mid-rise apartment complex is approximately 1.23 parking stalls per dwelling unit within a suburban area and 1.20 parking stalls per dwelling in an urban area). Based on the proposed development plan, the 78 apartment units could generate demand for approximately 94 to 96 parking spaces during the peak period. The project site plan shows 94 off-site parking spaces. Additional parking is

available on-street along the east-side of A Street and at the City-owned parking lot at 21st Avenue and A Street formerly part of the Times-Litho property. This lot could accommodate up to 20 vehicles.

FISCAL IMPACT:

Approval of the ordinance and required orders granting land use approval does not obligate the City to expend funds for this project. Any expenditure of funds related to this project will be addressed through a separate Disposition and Development Agreement (DDA) between the City, the City's Urban Renewal Agency and Tokola Properties. The DDA will address specific business terms related to the development including transference of real property and possible public financial assistance necessary to address project financing gaps. Approval of the DDA requires separate City action including approval of a resolution by the Urban Renewal Agency.

STAFF RECOMMENDATION:

Staff recommends:

1. City Council adopt an ordinance on January 25, 2016, authorizing the City Manager to enter into a Development Agreement with Tokola Properties to allow for the development of a proposed 78-unit mixed-use development project on land owned by the Urban Renewal Agency of the City of Forest Grove located north of Pacific Avenue and west of A Street, File Number 311-00022-PLNG; and
2. City Council adopt Orders on January 25, 2016, approving the project site plan and design review as reflected in the Planning Commission Decision Number 2015-05 dated December 11, 2015.

ATTACHMENT(s):

- A. Application for Development Agreement, Site Plan Review, and Design Review for Forest Grove Mixed-Use Building (Narrative Text), November 20, 2015
- B. Design Review and Development Agreement (Plan Sheets and Diagrams), November 20, 2015
- C. Staff Report to Planning Commission, December 7, 2015
- D. Planning Commission Minutes, December 7, 2015
- E. Planning Commission Decision 2015-05, December 11, 2015
- F. Supplemental Traffic Analysis, December 15, 2015 (Kittleson and Associates)
- G. Ordinance Authorizing City Manager to enter into Development Agreement (Exhibit 1) with Tokola Properties

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December 28, 2015

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, January 6, 2016

NOTICE OF PUBLIC HEARING FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, January 11, 2016**, at 7:00 p.m. or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider the Planning Commission's Recommendation to approve the following proposal:

- Proposal:** An application for a development agreement, design review and site development review for a four story mixed-use residential apartment and commercial project in downtown Forest Grove. The project site is west of A Street and north of Pacific Avenue (former Times-Litho property). The project as proposed includes 73 apartment units, 5 live-work apartment units, approximately 2,500 square feet of commercial space, a public plaza of approximately 2,900 square feet, and 94 parking stalls.
- Applicant:** Tokola Properties (Applicant/Developer Representative Jim Walker Studio C Architects), City of Forest Grove (Property Owner)
- Locations:** 1837 Pacific Avenue, 1811 Pacific Avenue, 1817 Pacific Avenue, 2014 A Street, 2022 A Street, 2025 B Street.
- File Number:** 311-15-00022-PLNG
- Criteria:** An application for a development agreement, site development review and design review shall address all of the relevant elements of the submittal requirements as outlined in Development Code Sections 10.2.350 (Design Review Criteria), 10.2.450 (Site Development Review Criteria), and 10.2.840 (Development Agreement Review Criteria). The amendment shall be reviewed by the City Council for consistency with the applicable review criteria. The project proposal shall be approved if findings are made that each of the following criteria are satisfied:
- Projects subject to design review shall be evaluated based on the following:
- A. The development standards of the applicable zoning district and any overlay district;
 - B. The general development standards of Article 8;
 - C. Departures from code requirements may be permitted as part of a Track 2 Design Review Process, when the following criteria are met:
 - 1. The design guidelines contained in the applicable section of the "Design Guideline Handbook" are adequately addressed.
 - 2. The applicant demonstrates that the overall development would result in a development that better meets the intent of the design guidelines than a design that simply meets the Code.
- The site development plan shall be evaluated based on the following criteria:
- A. The site development plan complies with all applicable standards of the base zoning district, any overlay district, and the applicable general development standards of Article 8.
 - B. The site development plan assures reasonable compatibility with surrounding uses as it relates to the following factors:

1. Building mass and scale do not result in substantial visual and privacy impacts to nearby residential properties; and
 2. Proposed structures, parking lots, outdoor use areas or other site improvements that could cause substantial off-site impacts such as noise, glare and odors are oriented away from nearby residential uses and/or adequately mitigated through other design techniques;
- C. The site development plan preserves or adequately mitigates impacts to unique or distinctive natural features including, but not limited to:
1. Significant on-site vegetation and trees;
 2. Prominent topographic features; and
 3. Sensitive natural resource areas such as wetlands, creek corridors and riparian areas.
- D. The site development plan preserves or adequately mitigates impacts to designated historic resources;
- E. The site development plan provides adequate right-of-way and improvements to abutting streets to meet the street standards of the City. This may include, but not be limited to, improvements to the right-of-way, sidewalks, bikeways, and other facilities needed because of anticipated vehicular and pedestrian traffic generation;
- F. The site development plan promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and auto parking spaces, transit facilities, and other parts of a site or abutting properties that may attract pedestrians.
- A development agreement shall be reviewed by the City Council and approved, approved with modifications or denied based on the following criteria:
- A. The agreement complies with the requirements of ORS 94.504 to 94.528;
 - B. The agreement furthers the public interest;
 - C. The agreement complies results in development or improvements that would not have a substantial adverse impact on adjacent properties
 - D. The agreement complies with all relevant City codes and requirements;
 - E. The agreement would result in development, or improvements that can be accommodated by adequate transportation, police, fire, stormwater, sewer and water facilities and services

All persons will be given reasonable opportunity to give testimony about this proposal responding to the review criteria. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. A copy of the report is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or e-mailed to City Recorder's Office, aruggles@forestgrove-or.gov, or sent to P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information pertaining to this proposal, please contact Community Development Department 1924 Council Street, 503.992.3224, 9am-5pm, Daniel Riordan, Senior Planner (503) 992-3226, driordan@forestgrove-or.gov.

Anna D. Ruggles, CMC, City Recorder
Published: January 6, 2016



ORDINANCE NO. 2016-01

ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A DEVELOPMENT AGREEMENT BETWEEN TOKOLA PROPERTIES AND CITY OF FOREST GROVE FOR FOREST GROVE MIXED-USE PROJECT FILE NO. 311-000022-PLNG

WHEREAS, the Urban Renewal Agency of the City of Forest Grove owns approximately 1.5 acres of land as shown on Exhibit 1 (Property); and

WHEREAS, on November 5, 2015, Tokola Properties filed a land use application with the City of Forest Grove (City) for approval of a 78-unit apartment project including 5 live-work units, approximately 2,500 square feet of commercial space, a privately-constructed plaza adjacent to the Pacific Avenue right-of-way comprising approximately 2,900 square feet, and a 94-space parking lot (the Project) on the Property; and

WHEREAS, the Project requires City approval of the proposed Site Plan pursuant to Forest Grove Development Code (DC) Section 10.2.400 et. seq., Design Review approval pursuant to DC Section 10.2.300 et. seq., and approval of a Development Agreement pursuant to ORS 94.504 et. seq. and DC Section 10.2.800 et. seq.; and

WHEREAS, the Development Agreement will authorize the construction of 78 dwelling units on the Property at a maximum density of 55 units per acre; and

WHEREAS, the land use application was deemed complete by the City on November 20, 2015; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on the land use application on December 7, 2015; and

WHEREAS, the Planning Commission's Decision No. 15-05 recommends the City Council approve the land use application, including the Development Agreement; and

WHEREAS, the City Council held a duly-noticed Public Hearing on January 11 and continued the hearing on January 25, 2016, to consider the Planning Commission's recommendation.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. The City Council adopts the Planning Commission findings dated December 11, 2015.

Section 2. The City Council makes the following additional findings:

- 1) The Development Agreement, attached as Exhibit 1 to this Ordinance, addresses all of the requirements of ORS 94.504 et. seq.

- 2) The Project includes 78 apartments including 5 live-work units, approximately 2,500 square feet of commercial space, a privately-constructed plaza area adjacent to the Pacific Avenue right-of-way comprising approximately 2,900 square feet, and a 94-space parking lot.
- 3) Pursuant to ORS 94.518, the Development Agreement modifies the maximum allowed density from 20.28 dwellings per net acre to 55 units per acre based on the land area of the development site. This modification is necessary to implement certain goals and policies of the Comprehensive Plan including: Sustainability Goal 7, Economic Development Goal 7, Economic Development Policy 7.10, Economic Development Policy 7.11, and Urbanization Policy 10.
- 4) Except for project density, the Project is consistent with applicable regulations governing development as modified through Track 2 Design Review approval pursuant to Forest Grove Development Code Section 10.2.300 et. seq.

Section 3. Based on the findings set forth in Section 1 and Section 2, the City Council adopts the Planning Commission's recommendation and approves the Development Agreement.

Section 4. The City Council authorizes the City Manager to execute the Development Agreement attached as Exhibit 1.

Section 5. As required by ORS 94.528, the City Recorder shall record this Ordinance with the Washington County Recorder's Office after the Development Agreement is fully executed by the City of Forest Grove and Tokola Properties.

Section 6. This Ordinance shall be effective the later of 30-days after its enactment or upon execution of a Disposition and Development Agreement for the Property between the Urban Renewal Agency of the City of Forest Grove and Tokola Properties.

PRESENTED AND PASSED the first reading the 11th day of January 2016.

Anna D. Ruggles, City Recorder

PASSED the second reading the 25th day of January 2016.

Peter B. Truax, Mayor

EXHIBIT 1

DEVELOPMENT AGREEMENT FOREST GROVE MIXED-USE PROJECT

THIS DEVELOPMENT AGREEMENT (Agreement) is effective this _____ day of _____, 2016, between the Urban Renewal Agency of the City of Forest Grove (Agency), a public body corporate and politic created under ORS 457.035 and 457.045, City of Forest Grove (City), an Oregon municipal corporation, and Tokola Properties, Inc. (Tokola) a domestic business corporation, collectively, the "Parties".

Recitals

- A. The Urban Renewal Agency of the City of Forest Grove is the owner of certain real property located in the City of Forest Grove and described in Exhibit A attached (Property). The Property is approximately 1.5 acres in total area. The property is zoned Town Center Support and Town Center Transition.
- B. Tokola filed applications for City land use approval on November 5, 2015 and November 20, 2015, for a mixed-use development project, generally comprised of 75 market-rate apartment units, 5 market-rate live-work units, approximately 2,500 square feet of commercial space, a plaza area adjacent to the Property's Pacific Avenue public right-of-way comprising approximately 2,900 square feet, and a surface parking area including approximately 94 parking spaces.
- C. The City deemed the land use applications complete on November 20, 2015 for purposes of public hearing.
- D. Tokola desires to privately develop the Property, after transferred by the Agency to Tokola, consistent with the Forest Grove Comprehensive Plan, any decision on the City land use application, the terms and conditions of this Agreement and any Disposition and Development Agreement (DDA) affecting the Property.
- E. This Agreement is entered into under authority of and in compliance with ORS 94.504 et. seq. to allow private development of the Property consistent with anticipated new provisions of the Forest Grove Development Code intended to implement the Forest Grove Comprehensive, including increasing maximum density.
- F. The City of Forest Grove Planning Commission held a public hearing and considered the land use applications on December 7, 2015 and adopted a motion recommending City Council approval of the land use applications with conditions.
- G. The Forest Grove City Council held public hearings and considered the land use applications and Planning Commission recommendations on January 11, 2016, and January 25, 2016, and approved the land use applications with conditions.

Agreement

The Parties agree as follows:

1. Tokola Obligations

- 1.1. Land Use Approval. Tokola agrees to comply with the City's approval of the site plan, design review decision and final project conditions as approved by the City Council.
- 1.2. Compliance with Laws, Codes and Regulations. Tokola agrees to make all improvements to the Property as generally described in the project proposal dated, November 20, 2015, in compliance with the City's land use approval, any DDA approved by the Agency pertaining to the transfer of real property from the Agency to Tokola, and applicable City Codes and regulations affecting the Property consistent with ORS 94.518. Tokola will construct all required improvements as required by the applicable laws and regulations of the City, Washington County, and the State of Oregon.
 - 1.2.1. Development Fees. Tokola agrees to pay any applicable systems development charges (SDCs) and other applicable development fees, including Washington County Transportation Development Tax, in effect at the time of issuance of any building permits as required under any DDA pertaining to the transfer of real property from Agency to Tokola.
 - 1.2.2. Construction. Tokola is required to file for all required building and development permit applications and pay required fees to the City as described in the DDA between the Agency and Tokola. Tokola will construct all required improvements to City Public Works standards and its applicable service providers commensurate with type of improvement. All plans will be reviewed and approved by the City Engineer and the appropriate service provider.
 - 1.2.3. Construction Schedule; Phasing. The construction schedule will be specified and agreed to in the DDA pertaining to the transfer of real property from the City to Tokola necessary to construct the project.
 - 1.2.4. Indemnification. Tokola agrees to indemnify, hold harmless and defend the Agency, City, it's officers, agents and employees, from and against any and all claims, actions, or suits, including damages and attorney fees, which may be incurred by the Agency or City or its officers, agents or employees as a result of entering into this Agreement and as a result of the execution and performance of this Agreement.
 - 1.2.5. Waiver of Claims pursuant to ORS 195.305. Tokola waives any claims it may have as of the date of execution of this Agreement, whether identified or not, pursuant to ORS 197.352 ("Measure 37"). This waiver further extends to any claims arising as a result of the City's decision on the land use applications and its amendments to the Forest Grove Development Code.

2. City Obligations

- 2.1. The City agrees to take all actions necessary to process and reach a final decision on the land use applications affecting the property.
- 2.2. The City agrees to take all actions necessary to adopt Forest Grove Development Code Amendments pertaining to increasing development densities affecting the property. The City does not commit to a particular decision or outcome from the land use process.

3. Agency Obligations

- 3.1. The Agency agrees to take all actions necessary to process and reach a final decision on a Disposition and Development Agreement pertaining to transfer Agency-owned property to Tokola for development consistent with this agreement, the City's land use approval and DDA.

4. Assignment

- 4.1. Tokola may not assign its responsibilities and obligations under this Agreement to any other person or entity without express written approval of the City which approval will not be unreasonably withheld.

5. Compliance with ORS 94.504

- 5.1. Compliance with Code Requirements. Under ORS 94.518, the effective Comprehensive Plan, zoning ordinances and other rules and policies of the City (land use and development regulations) governing permitted uses of land and density applicable to development of the Property, are the Comprehensive Plan and the ordinances, rules, and policies of the City of Forest Grove, and as applicable Washington County, in effect at the time of approval of this Agreement, subject to the terms and conditions of this Agreement with respect to amendments to the Forest Grove Development Code pertaining to maximum permissible densities.
- 5.2. Assumptions, Provisions of Services and Changes in Circumstances. For purposes of complying with ORS 94.504(6), the Parties acknowledge that the assumptions underlying this Agreement relating to the ability of the City to serve development of the Property are those set forth in the land use applications, the decision on those applications, and any conditions of approval.
- 5.3. Statutorily Required Provisions. For purposes of complying with ORS 94.504(2), the Parties further agree as follows:
 - 5.3.1. Duration of Agreement. The duration of this Agreement is three years, or until modified or mutually terminated upon adoption of City Development Code amendments referenced in Section 2.2.
 - 5.3.2. Permitted Uses. The property may be used for any use permitted under the land use regulations in effect at the time of the Agreement and consistent with the City's land use approval and further described in any Disposition and Development Agreement pertaining to the transfer of the Property by the City to Tokola.

- 5.3.3. Density and Intensity of Uses. Approved uses on the Property may be developed at the density, location, and intensity permitted by the City's decision on the land use applications not to exceed 55 dwelling units per net acre. Net acre shall be based on the site's acreage which does not include rights-of-way through or on the edge of the site, environmentally constrained areas, or land intended for public ownership such as park or open spaces uses.
- 5.3.4. Height and Size of Structures. No structure shall be of a greater height or size than permitted by the City's decision on the land use applications and City land use regulations in effect on the effective date of this Agreement.
- 5.3.5. Reservations/Dedications for Public Purposes. Reservations or dedications of portions of the Property for public purposes are not required.
- 5.3.6. Fees and Charges Fees and charges, other than as set forth in this Agreement, imposed on the development of the Property, are those in effect at the time applications for building permits are filed.
- 5.3.7. Compliance Review. Review of development will be in accordance with the City's decision on the land use applications.
- 5.3.8. Infrastructure and Services Responsibility for providing infrastructure and services not addressed in this Agreement, land use conditions of approval, or Disposition and Development Agreement will be established under ordinances and regulations in effect at the time of subsequent application for development.
- 5.3.9. Effect of Changes in Laws If there is a change in federal, regional, or state laws and rules that compliance with this Agreement unlawful, then the Parties will negotiate in good faith, an appropriate amendment to this Agreement to (i) achieve to the maximum extent possible, adherence to the spirit and purpose of this Agreement and (ii) achieve compliance with such laws.
- 5.3.10. Remedies. The parties retain all remedies available at law or equity to enforce this Agreement, including claims for damages resulting from any breach of this Agreement.
- 5.3.11. Public Expenditures. If there is any obligation under this Agreement on the City to expend monies in the future, the obligation is expressly contingent upon the absolute discretionary ability of the City to appropriate (or not appropriate) monies for that obligation, subject to the City's budgetary processes.
6. Notice As used in this Agreement, notice means a written document, explaining the reason for the notice, mailed by United States Postal Service, via certified mail, return requested, addressed as follows:

To City:

Jon Holan
Community Development Director
City of Forest Grove
PO Box 326
Forest Grove, OR 97116-0326

To Agency: Jesse VanderZanden
Executive Director
Urban Renewal Agency City of Forest Grove
PO Box 326
Forest Grove, OR 97116

To Tokola: Dwight Unti
President
Tokola Properties, Inc.
PO Box 1620
Gresham, OR 97030

Copies of all notices will be sent to the above addresses. Notice will be deemed given on the date placed in the U.S. Mail, and sent by facsimile to counsel, whether actually received by the addressee or not. The parties will send each other a courtesy copy of each notice by facsimile or electronic means, or by courier, Federal Express, or similar service, but such notice will not be deemed the required "notice". The Parties may from time to time amend the above addresses and names by written notice given to the other party in the same manner as the required "notice".

7. Authority and Enforceability The Agency, City and Tokola represent and warrant that each has the full right, power, legal capacity and authority to enter into and perform the Parties' respective obligations and that no approval or consents of any other persons are necessary except as identified in this Agreement. Each Party represents and warrants to the other that this Agreement is valid, binding, and enforceable in accordance with its terms. Each Party also represents and warrants that this Agreement and performance under it does not violate any contract, law, plan, ordinance rule, regulation or policy binding each Party.
8. Severability Nothing in this Agreement will be construed to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained and any present or future statute, law, ordinance, or regulation contrary, then the latter prevails. Any affected provision of this Agreement will be curtailed and limited only to the extent necessary to bring it within the requirements of law.
9. Further Assurances and Additional Documents Each Party will execute and deliver any additional papers, documents, or other assurances, and do any action necessary to perform their obligations and carry out the intent of the Parties identified in this Agreement. The Parties will execute and deliver all supplemental agreements and other instruments and take any other action necessary to make this Agreement fully and legally effective, binding, and enforceable as between the Parties, and as against third parties. This Agreement requires the Parties to agree upon various items at different times in the future. The Parties will cooperate in good faith, and will deal fairly with one another, in an attempt to fulfill the obligations of the Parties as reflected in this Agreement and to facilitate full performance of this Agreement.
10. Attorney Fees If a suit, action, arbitration or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of any attorney are retained to interpret or enforce any provision of this Agreement or with respect to any dispute relating to this Agreement, the prevailing Party is entitled to recover from the losing Party its attorney fees, paralegal fees, accountant fees, and other expert fees, and all other fees, costs and expenses actually incurred and reasonably necessary. The amount of fees will be determined by the judge or arbitrator and include fees and expenses incurred on any appeal or review.

11. Survival The warranties, representations, covenants, and agreements made in this Agreement by each Party survive the delivery of any deed or bill of sale and shall be and remain in full force and effect for the term specified in this Agreement as may be amended in the future.
12. Waiver Failure of any Party at any time to require performance of any provision of this Agreement does not limit the Party's right to enforce the provision. No waiver of any breach of any provision is a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provisions.
13. Time Time is of the essence in the performance of the duties and obligations of this Agreement.
14. Counterparts This Agreement may be executed in several counterparts, each of which is an original, but all of which constitute the same Agreement.
15. Captions and Headings The captions and headings of this Agreement are for convenience only and will not be construed or referred to in resolving questions of interpretation or construction. The recitals at the beginning of this Agreement are contractual and are considered or referred to in resolving questions of interpretation or construction.
16. Modification or Amendments No amendment, change, or modification of this Agreement is valid, unless in writing and signed by the Parties.
17. Successor and Assigns All of the terms and provisions inure to the benefit of and are binding upon the Parties and their respective heirs, legal representatives, successors and assigns.
18. Standard of Review The City standard of review for any documents required to execute this Agreement is as provided in the City Code. In the absence of an applicable standard, the standard of review will be one of reasonableness.
19. Runs with Land. This Agreement runs with the Property. This Agreement will be recorded with the Washington County Records Division.

TOKOLA PROPERTIES

By: _____

Its: _____

Approved as to form:

CITY OF FOREST GROVE

By: _____

Its: _____

Approved as to form:

**URBAN RENEWAL AGENCY
OF THE CITY OF FOREST GROVE**

By: _____

Its: _____

Approved as to form:

STATE OF OREGON)

County of Washington) ss.

This instrument was acknowledged before me on _____, 2016 by _____ as _____ of Tokola Properties.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

STATE OF OREGON)

County of Washington) ss.

This instrument was acknowledged before me on _____, 2016 by _____ as _____ of the City of Forest Grove.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

STATE OF OREGON)

County of Washington) ss.

This instrument was acknowledged before me on _____, 2016 by _____ as _____ of the Urban Renewal Agency of the City of Forest Grove.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

EXHIBIT 2

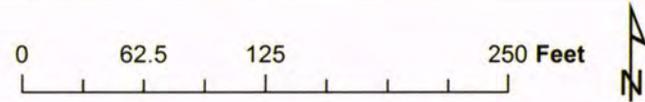
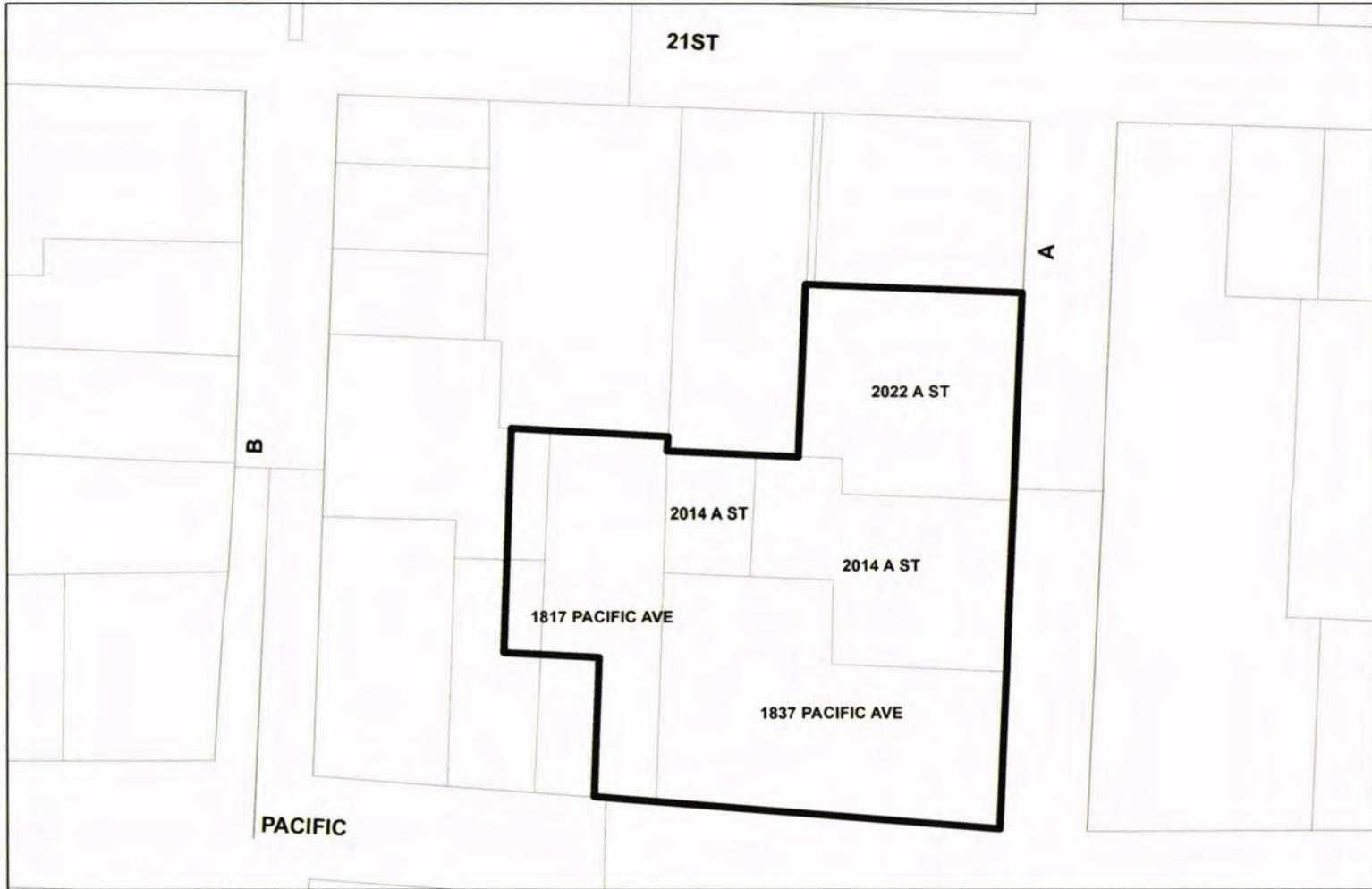


EXHIBIT 3

Narrative Legal Description

[To Be Added]

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**APPLICATION FOR:
DESIGN REVIEW and DEVELOPMENT AGREEMENT
for
FOREST GROVE MIXED USE BUILDING**

Applicant: TOKOLA PROPERTIES



1700 NW Civic Drive, Suite 220
Gresham, Oregon 97030

Property Location: NWC of Pacific Avenue and A Street
Forest Grove, OR

Submittal Date: November 5th, 2015
[Revised November 20th, 2015](#)

Prepared By:



815 SW Second Avenue
Suite 600
Portland OR 97204

o: 503.525.2679
www.studiopcpx.com

Communicate | Collaborate | Create

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SECTION 10.3.430 TOWN CENTER ZONE DEVELOPMENT STANDARDS

SUMMARY

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**Cover Sheet
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Architectural Site Plan
Building Elevations
Perspective View
Landscape Site Plan
Utility and Grading Plan
Materials Palette**

Application

TEAM INFORMATION

Applicant / Developer:

Tokola Properties
1700 NW Civic Drive, Suite 220
Gresham, Oregon 97030
Contact: **Dwight Unti**
Ph: 503.489.0685
dunti@tokolaproperties.com

Representative:

Studio C Architecture LLC
3105 NE Weidler Street
Portland, Oregon 97232
Contact: **Jim Walker**
Ph: 503.525.2679
jim.walker@studiocpdx.com

Civil Engineer:

Sisul Engineering
375 Portland Avenue
Gladstone, Oregon 97027
Contact: **Tom Sisul**
tomsisul@sisulengineering.com

Landscape Architect:

Cameron McCarthy
160 East Broadway
Eugene, Oregon 97401
Contact: **Matt Scheibe**
Ph: 541.485.7385
matt@cameronmccarthy.com

WRITTEN NARRATIVE – INTRODUCTION

Tokola Properties, along with their Architect, Studio C Architecture, proposes a catalytic mixed-use development in downtown Forest Grove, Oregon. Tokola Properties, an award winning real estate developer, is excited to propose 73 luxury apartments, 5 live-work units, and ground floor commercial space all choreographed in a well-crafted urban mixed-use building that honors historic downtown Forest Grove. Included in the design is an [urban plaza facing Pacific Avenue](#), a large rain garden that will embrace the project's most public side, an innovative green roof structure that will function to shelter parking while providing a unique visual opportunity, and a 4th floor community terrace for residents. It is a truly dynamic opportunity that this team presents to the City!!

Tokola and Studio C are very proud of this proposed project because of the enormous catalytic energy that it represents. This is the right project at the best place at the perfect time.

Applicant has provided the following narrative which outlines all specific applicable approval criteria and a response to each stating how the proposed project meets the standard.

- *In some cases, Applicant does not meet the word of the Code but meets its intent as described.*
- *In other cases, Applicant suggests that the Code language is specifically deficient in some way and that complying with it would result in a lesser project. In these cases, Applicant provides an alternate solution for your review and approval.*

Respectfully, please consider the following narrative that we've provided for your consideration.

Architect's Design Statement

Studio C Architecture LLC is very proud to be working with Tokola Properties on the Visioning, Design, and Construction Administration for this project in downtown Forest Grove. The proposed project includes [73 luxury apartments, 5 live-work studios, common residential amenities](#) ~~78 living units~~ and approximately 2,400 s.f. of commercial storefront located on the northwest corner of Pacific Avenue and A Street in the core of the City of Forest Grove.

This project recognizes and confronts a convergence of some of the most fundamentally important challenges facing society at this time:

- *The monumental current and growing need for safe, elegant housing for everyone,*
- *The need to respect our history and historic places,*
- *The need for greater density in our cities in order to make the best use of land and city infrastructure resources, and,*
- *The need to conserve quality open space in spite of population growth.*

The project as envisioned will serve as a catalyst for new development. As the first project of its kind in Forest Grove, this project will set the bar for the next phase in the resurgence of the City. By bringing urban form housing and commercial space to this site, Tokola Properties believes that they can fill a strong need in the region – urban living in the midst of a vibrant commercial setting.

Executing this project in a "Re-emerging Main Street" setting comes with its challenges. We know that this project should respect and relate with the historic architecture of the neighborhood without mimicking it while simultaneously speaking to the future of the community. As we began to design in this setting, we were tasked with exploring the scale, materiality, and articulation of existing buildings. We have combined that with a strong understanding of how windows and doors are shaped and designed, as well as how datum lines and building heights interact within a building and also between adjacent structures. We used this information to craft our proposed new building in a way that honors the historic design principals at play while not creating a false sense of history with our own new construction.

We take our responsibility to Tokola's mission and the citizens of Forest Grove very seriously. We understand that this project represents a lot to many people. We've taken our client's lead on approaching the challenge. Because Tokola Properties is in the business of creating and maintaining healthy, safe, and inspiring communities, they have been strong advocates of engaging the City to fine tune their perspective of what is needed and to direct us accordingly. With that input, we propose the following information that we feel precisely meets the need of the site while also meeting the spirit of the Code.

ARTICLE 2

SITE DEVELOPMENT REVIEW

10.2.450 REVIEW CRITERIA

- A. The site development plan complies with all applicable standards of the base zoning district, any overlay district, and the applicable general development standards of Article 8.

Response: Unless specifically called out in our response to Design Review criteria included in this document, Applicant will comply with the standards of Article 8.

- B. The site development plan ensures reasonable compatibility with surrounding uses as it relates to the following factors:

1. Building mass and scale do not result in substantial visual and privacy impacts to nearby residential properties.

Response: Proposed project complies. While the building mass and scale are proposed to be greater than existing nearby residential structures, the project is in line with the vision of the neighborhood as described in the Town Center Guidelines. Additionally, the project as proposed does not directly abut any existing residential structures. Finally, careful consideration has been made in the design of the proposed structure to use building orientation and articulation to provide a design that has a human scale quality while simultaneously achieving the desired density on the site.

2. Proposed structures, parking lots, outdoor use areas or other site improvements that could cause substantial off-site impacts such as noise, glare, and odors are oriented away from nearby residential uses and/or adequately mitigated through other design techniques.

Response: Proposed project complies. As primarily a residential property, no significant offensive off-site impacts are anticipated. Commercial portions of the project are focused on Pacific Avenue, an existing predominantly commercial street.

- C. The site development plan preserves or adequately mitigates impacts to unique or distinctive natural features including, but not limited to:

1. Significant on-site vegetation and trees.
2. Prominent topographic features.
3. Sensitive natural resources such as wetlands, creek corridors, and riparian areas.

Response: Proposed project complies. No vegetation, wetlands, creek corridors, or riparian areas exist on the site. Additionally, limited topographical variations will be easy to manage in the sloping of the site.

D. The site development plan preserves or adequately mitigates impacts to designated historic resources.

Response: Proposed project complies. No historic resources are adjacent to the site. Further, great care has been made to relate the proposed building to the scale, texture and articulation of historic architecture in the broader neighborhood. For more information on this, please see Applicant's response to Design Review criteria included herein.

E. The site development plan provides adequate right-of-way and improvements to abutting streets to meet the street standards of the City. This may include, but not be limited to, improvements to the right-of-way, sidewalks, bikeways, and other facilities needed because of anticipated vehicular and pedestrian traffic generation.

Response: Proposed project complies. No dedication is needed. Project will provide new sidewalks between existing street curb and building along A Street, as well as plant new street trees. No R.O.W. improvements are anticipated along Pacific Avenue.

F. The site development plan promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and auto parking spaces, transit facilities, and other parts of a site or abutting properties that may attract pedestrians.

Response: Proposed project complies. For more information on this, please see Applicant's response to Design Review criteria included herein.

DEVELOPMENT AGREEMENT

10.2.840 REVIEW CRITERIA

A. The agreement complies with the requirements of ORS 94.504 to 94.528.

1. ORS 94.504(2) – A development agreement shall specify:

a The duration of the agreement:

Response: The duration of this Agreement is three years, or until modified, mutually terminated or this agreement is no longer necessary due to amendment to the Forest Grove Development Code.

b The permitted uses of the property:

Response: The Property is zoned Town Center Support and Town Center Transition. The Property may be used for all uses permitted under the land use regulations in effect as of the date of this Agreement as shown in Article 3 (Section 10.3.420, Table 3-12).

c The density of intensity of use:

Response: Residential uses on the Property may be developed at a maximum density of 80 dwelling units per net acre. For purposes of this agreement net acre is defined to mean the number of dwelling units per 43,560 square feet of land based on the net site area, which does not include rights-of-way through or on the edge of the site, environmentally constrained areas or land intended for public ownership such as park and open space uses.

d The maximum height of the proposed structures:

Response: No structure shall be greater than 4 stories as permitted in the Town Center Transition and Town Center Support zones as shown in Article 3 of the Forest Grove Development Code.

e Provisions for reservation and dedication of land for public purposes:

Response: No land is proposed to be dedicated for public purposes as part of this Agreement.

f A schedule of fees and charges:

Response: Unless waived by the City Council, fees and charges, other than set forth in this Agreement, imposed on development of the Property will be in accordance with those in effect at the time that applications for building permits are filed.

g A schedule and procedure for compliance review:

Response: Development review will be in accordance with established City procedures and City ordinances in effect on the date of this Agreement as modified by the terms and conditions of this Agreement.

h Responsibility for providing infrastructure and services:

Response: Responsibility for providing infrastructure and services not addressed in this Agreement and the Conditions of Approval will be established under ordinances and regulations in effect at the time of subsequent application for development.

i The effect on the agreement when changes in regional policy or federal or state law or rules render compliance with the agreement impossible, unlawful, or inconsistent with such laws, rules or policy:

Response: If there is a change in federal, regional, or state laws or rules that make compliance with this Agreement unlawful, then the Parties will negotiate in good faith an appropriate amendment to this Agreement that will make the Agreement meet such laws and rules while still meeting the spirit and purpose of the initial agreement.

j Remedies available to the parties upon a breach of the agreement:

Response: The Parties will retain all remedies available at law or equity to enforce this Agreement, including claims for damages resulting from any breach of this Agreement.

k The extent to which the agreement is assignable:

A. Response: All of the terms and provisions insure to the benefit of and are binding upon the Parties and their respective heirs, legal representatives, successors, and assigns.

~~Response: Proposed arrangement will comply.~~

- B. The agreement meets the intent of the purpose statement.

Response: *Proposed arrangement will comply.*

- C. The agreement furthers the public interest.

Response: *This proposal was conceived as a direct response to the City's Request for Qualifications process for the property. As stated in the Architect's statement above, this project recognizes and confronts a convergence of some of the most fundamentally important challenges facing society at this time:*

- *The monumental current and growing need for safe, elegant housing for everyone,*
- *The need to respect our history and historic places,*
- *The need for greater density in our cities in order to make the best use of land and city infrastructure resources, and,*
- *The need to conserve quality open space in spite of population growth.*

This proposed project will help the City of Forest Grove realize the potential of the site in the way desired when it issued the RFQ many months ago.

- D. The agreement results in development or improvements that would not have a substantial adverse impact on adjacent properties.

Response: *Proposed arrangement will comply. This agreement will not only exclude adverse impact on adjacent properties, it will actually be of great benefit to the neighborhood. As discussed above in the Architect's statement, the project as envisioned will serve as a catalyst for new development in the urban center of Forest Grove. As the first project of its kind in Forest Grove, this project will set the bar for the next phase in the resurgence of the City. By bringing urban form housing and commercial space to this site, Tokola Properties believes that they can fill a strong need in the region – urban living in the midst of a vibrant commercial setting.*

- E. The agreement complies with all relevant City codes and requirements.

Response: *Proposed arrangement will comply.*

- G-F** The agreement would result in development or improvements that can be accommodated by adequate transportation, police, fire, stormwater, sewer and water facilities and services.

Response: *Proposed arrangement will comply.*

ARTICLE 7

MISCELLANEOUS PROVISIONS

10.7.200 SOLID WASTE AND RECYCLING STORAGE

10.7.205 SIZE, LOCATION, DESIGN, AND ACCESS STANDARDS FOR STORAGE AREAS

- A. Storage Area Size. The following guidelines shall be used to determine the appropriate size for the storage area:
2. (Multi-family residential building with) more than ten (10) units: Fifty (50) square feet plus five (5) square feet for each unit above ten (10).

Response: *For a project of this scale, it would be prohibitive to meet this standard. Project proposes to incorporate a compactor for solid waste and will schedule removal at*

times adequate for handling the need. Additionally, recycling bins will be included in the enclosure with the compactor and container. Therefore, Applicant proposes a refuse and recycling area smaller than required by this code. The enclosure is proposed to be 22'-10" deep by 19'-4" wide with 6'-0" walls and no roof.

B. Location Standards.

1. To encourage its use, the storage area for recycling shall be co-located with the storage area for solid waste.
2. Indoor and outdoor storage areas shall comply with the Building and Fire Code requirements.
3. Storage area space requirements can be satisfied with a single location or multiple locations, and combine both interior and exterior locations.
4. Exterior storage areas can be located within interior yard or rear yard areas. Exterior storage areas shall not be located within a required front yard setback or in a yard adjacent to a public or private street.
5. Exterior storage areas shall be located in central and visible locations on a site to enhance security for users.
6. Exterior storage areas can be located in a parking area, if the proposes use provides at least the minimum number of parking spaces required by this Code.
7. The storage area shall be accessible for collections vehicles and located so that the storage area will not obstruct pedestrian or vehicular traffic movement on the site or on public streets adjacent to the site.

Response: Proposed project complies. Refuse and recycling are proposed to be co-located in the open enclosure that meets applicable code standards. The enclosure will have a small opaque steel gate for residents to use as well as a large opaque steel gate for the vendor to access and drive directly in. The enclosure is proposed to be located along the back property line but with easy access for the vendor, not requiring them to impede street traffic for maneuvering. While not central to the site, the enclosure will be readily visible to residents accessing it from multiple points.

C. Design Standards

1. The dimensions of the storage area shall accommodate containers consistent with the current methods of local collection.
2. Storage containers shall meet Fire Code standards and be made and covered with waterproof materials or situated in a covered area.
3. A sight-obscuring fence, wall, or hedge at least six (6) feet in height shall enclose exterior storage areas. Gate openings, which allow access to users and haulers, shall be provided. Gate openings for haulers shall be a minimum of ten (10) feet wide and shall be capable of being secured in a closed and open position.
4. Storage area(s) and containers shall be clearly labeled to indicate the type of material accepted.

Response: Applicant proposes a masonry enclosure with opaque steel gates complying with this standard. All materials will comply with the Fire Code. All containers will be labeled.

D. Access Standards

1. Access to storage areas can be limited for security reasons. However, the storage area shall be accessible to users at convenient times of the day, and to collection service personnel on the day and approximate time they are scheduled to provide collection service.
2. Storage areas shall be designed to be easily accessible to collection trucks and equipment, considering paving, grade, and vehicle access. A minimum of ten (10) feet

- horizontal clearance and eight (8) feet of vertical clearance is required if the storage area is covered.
3. Storage areas shall be accessible to the collection vehicles without requiring backing out of a driveway onto a public street. If only a single access point is available to the storage area, adequate turning radius shall be provided to allow collection vehicles to safely exit the site in a forward motion.

Response: *Proposed project complies. [Residents will have 24-hour access to refuse enclosure. The open enclosure is proposed to be located along the back property line but with easy access for the vendor, not requiring them to impede street traffic for maneuvering.](#)*

ARTICLE 8

ACCESS AND CIRCULATION

10.8.115 ON-SITE PEDESTRIAN WALKWAYS

A. Required Walkways. On-site pedestrian walkways are required as follows:

1. Walkways shall extend from the ground floor entrances or from the ground floor landing of stairs, ramps, or elevators of all commercial, institutional, and industrial uses, to the public sidewalk or curb of the public street or streets which provide the required access and egress. Walkways shall provide convenient connections between buildings in multi-building commercial, institutional, and industrial complexes. Walkways shall be constructed between a new development and neighboring developments. If connections aren't currently available, then planned connections shall be designed to provide an opportunity to connect adjoining developments.

Response: *Proposed project complies. [Proposed on-site circulation will connect to primary points of access for residents and is aligned to potentially continue for additional future phase.](#)*

2. The maximum distance between a parking space and a walkway shall not exceed forty-five (45) feet. All walkways constructed within parking lots shall be raised to standard sidewalk height. All surface treatment of walkways shall be firm, stable and slip resistant.

Response: *Proposed project complies. [All parking stalls are proposed to be within 45 feet of a walkway. All walkways shall be concrete.](#)*

3. Required walkways shall be paved with hard-surfaced materials such as concrete, asphalt, stone, brick, etc. Walkways may be required to be lighted and/or signed as needed for safety purposes. Lighting and or signs may be required for walkways for safety purposes.

Response: *Proposed project complies. [All walkways shall be concrete and will meet the code requirements for lighting.](#)*

4. Whenever required walkways cross vehicle access driveways or parking lots, such crossings shall be designed and located for pedestrian safety. Required walkways shall be physically separated from motor vehicle traffic and parking by either a minimum six (6)-inch vertical separation (curbed) or a minimum three (3)-foot horizontal separation,

except that pedestrian crossings of traffic aisles are permitted for distances no greater than thirty-six (36) feet if appropriate landscaping, pavement markings, or contrasting pavement materials are used. Walkways shall be a minimum of four (4) feet in width, exclusive of vehicle overhangs and obstructions such as mailboxes, benches, bicycle racks, and sign-posts, and shall be in compliance with ADA standards.

Response: *Proposed project complies. All walkways are propose to be at least four (4) feet wide with no obstructions and will be concrete, as opposed to the asphalt parking and drive aisle surface. They will be separated from vehicular traffic through the use of concrete curbs or wheel stops, except at crossings which are proposed to be twenty-four (24) feet.*

5. Where required for pedestrian access, interior landscape areas in combination with pedestrian walkways between rows of parking shall be at least ten (10) feet in width to accommodate walkways, shrubbery, and trees 20 to 30 feet on-center. This ten (10) foot width may be reduced between tree areas depending on the characteristics of the vegetation. Angled or perpendicular parking spaces shall provide bumper stops or widened curbs to prevent bumper overhang into interior landscaped areas or walkways.

Response: *For a project attempting to achieve the proposed level of density, this standard is prohibitively restrictive. Such measures would cut into the desired parking count and would effectively reduce project density. In order to soften the parking area and make it more friendly and interesting for the pedestrian, Applicant proposes a large carport with an extensive green roof which will also cover a significant portion of the parking lot pedestrian circulation. This structure will visually break up the parking lot and since it will be a significant green roof, it will reduce the effective impervious surfacing for the project.*

10.8.120 MINIMUM ACCESS REQUIREMENTS FOR RESIDENTIAL USES

- A. Direct Access to Arterial Streets from a residential dwelling established after the effective date of this Code is prohibited. The City may permit direct access to an arterial for lots of subdivisions approved prior to the effective date of this Code, and for multi-family residential complexes if the access is designed to local residential street standards.

Response: *Proposed project complies. No direct access to Pacific Avenue is proposed, which is the only street adjacent to the property that is designated as an arterial.*

- C. Service Drives for Multi-Family Dwellings shall be fully improved with hard surface pavement with a minimum width of:
1. 12 feet when accommodating one-way traffic, or
 2. 20 feet when accommodating two-way traffic.

In no case shall the design or said service drive or drives require or facilitate the backward movement or other maneuvering of a vehicle within a street.

Response: *Proposed project complies. All access drives are proposed to be 24' wide and are two-way.*

- D. Private Residential Access Drives shall be provided and maintained in accordance with the provisions of the Uniform Fire Code.

Response: *Proposed project complies. All access drives are proposed to be 24' wide and are two-way. Additionally, UFC does not require fire truck access to the back of the property, which has been confirmed by the Fire Marshal at the Pre-Application Conference.*

- E. Dead End Access Drives In Excess Of 150 Feet shall be provided with approved provisions for the turning around of fire apparatus by one of the following:

1. A circular, paved surface having a minimum turn radius measured from center point to outside edge of thirty-five (35) feet; or
2. A hammerhead, paved surface with each leg of the hammerhead having a minimum depth of forty (40) feet and a minimum width of twenty (20) feet.
3. The maximum cross slope of a required turnaround is 5%.

Response: *Proposed project complies. [No dead end access drives are proposed.](#)*

- F. Driveway Grades shall not exceed a maximum of 20%.

Response: *Proposed project complies. [No proposes driveway grades are anticipated to exceed 5%.](#)*

10.8.125 MINIMUM ACCESS REQUIREMENTS FOR NON-RESIDENTIAL USES

- A. Service Drives for Non-Residential Uses shall be fully improved with hard surface pavement with a minimum width of:

1. 15 feet when accommodating one-way traffic, or
2. 24 feet when accommodating two-way traffic.

Response: *Not applicable. Provided parking will be for residents only.*

- B. All non-residential uses shall be served by one (1) or more service drives as determined necessary to provide convenient and safe access to the property. In no case shall the design of said service drive or drives require or facilitate the backward movement or other maneuvering of a vehicle within a street, other than an alley.

Response: *Not applicable. [No non-residential use is proposed for the parking, other than access](#)*

10.8.130 WIDTHS AND LOCATIONS OF DRIVEWAYS AND CURB CUTS

- A. Minimum Driveway Widths at the street right-of-way line shall be fifteen (15) feet for institutional, commercial, industrial, and multi-family residential uses, and ten (10) feet for single-family and two-family residential uses.

Response: *Proposed project complies. [Driveway width is proposed to be twenty-four \(24\) feet wide.](#)*

- B. Maximum Driveway Widths at the street right-of-way line shall be as follows:

2. 36 feet in institutional, town center or commercial zones

Response: *Proposed project complies. [Driveway width is proposed to be twenty-four \(24\) feet wide.](#)*

- C. Location of Curb Cut. No portion of a curb cut shall be located closer to an intersecting street right-of-way line than:

1. 100 feet on an arterial street with four or more travel lanes
2. 50 feet on an arterial street with two or three travel lanes
3. 50 feet on a collector street

4. 20 feet on a local street

Response: *Proposed project complies. The centerline of the driveway accessing A Street is proposed to be located 300'-4" from the nearest point of Pacific Avenue and 134'-1" from the nearest point of 21st Avenue.*

- D. **Minimum Distance between Curb Cuts.** On arterial and collector streets, minimum distances shall be maintained as follows between adjacent curb cuts on the same side of any such street:

1. 85 feet where the speed limit is 20 mph or less
2. 105 feet where the speed limit is 25 mph
3. 125 feet where the speed limit is 30 mph
4. 150 feet where the speed limit is 35 mph
5. 185 feet where the speed limit is 40 mph
6. 230 feet where the speed limit is 45 mph
7. 275 feet where the speed limit is 50 mph or greater

Response: *Not applicable. No curb cuts are proposed on either an arterial or collector street.*

- E. In measuring the distance between curb cuts on arterial and collector streets, existing curb cuts or accesses serving single-family and two-family dwellings shall not be considered.

10.8.140 SPECIFIC SITE ACCESS AND CIRCULATION STANDARDS

- A. Multi-Unit Development. A functional and safe environment for vehicles and pedestrians is important within residential areas. Multi-unit development should be visually appealing from the adjacent street right-of-way and be functionally and aesthetically tied to adjacent residential neighborhoods.

1. Circulation
 - a. A continuous pedestrian connection shall be provided from the front door of all residential buildings to the public sidewalk.
 - b. Separate pathways from dwellings a minimum distance of ten (10) feet. The separation is measured from the pathway edge closest to any dwelling unit.
 - c. On-site pedestrian walkways are required to be a minimum width of five (5) feet connecting dwelling units to parking/open space/recreation areas.

Response: *Proposed project complies. Not applicable. This standard appears to apply to sites with multiple residential entries for multiple buildings. For this proposed structure, all building entries and individual ground floor unit entries open directly onto a private sidewalk connecting between adjacent units or directly onto the public sidewalk.*

2. Parking Areas
 - a. Separate physically and visually parking areas greater than 10,000 square feet in area with landscape planter bays at least eighteen feet in width. Individual parking areas may be connected by a driveway.
 - b. The sidewalk system shall connect the front door of all residential buildings to parking area(s).

Response: *For a project of this type and scale, it would be prohibitive to meet this standard and still achieve the desired density of the site. As a replacement strategy,*

Applicant proposes providing a large carport 42'-0" by 145'-9" (approximately 6,122 s.f.) that would include a continuous green roof. This structure would function as a visual divider of the parking lot and will also serve to reduce impervious surfaces and enhance the view from upper housing units into the parking lot.

3. Pedestrian Environment

- a. Residential doors which face a public right-of-way shall be setback a minimum of 2 feet from a public sidewalk.
- b. The following types of doors shall not provide the primary entrance into a dwelling unit: sliding glass or solid metal doors without glazing.
- c. Residential stoops, porches or terraces shall be raised a maximum of 3 feet above grade at the adjacent right-of-way.
- d. Residences with entry porches or terraces shall have a minimum area of 60 square feet.
- e. Residential entries shall be lowered a maximum of 4 feet below grade measured at adjacent right-of-way.

Response: *In lieu of raised stoops, Applicant proposes at-grade residential entries along A Street set back a minimum of four (4) feet in order to encourage and promote better accessibility for the physically impaired. Applicant proposes enhanced fenestration to promote use of daylight in interior spaces. These spaces will be marketed for their strong connection with the sidewalk and entire streetscape activity. Applicant proposes to provide an at-grade outdoor seating area and planter for each unit to buffer between units and to define individual space.*

Note: Portions of this Code provision directly conflict with the spirit of the Town Center Guidelines.

4. Screening/Service Areas

- a. All mechanical equipment shall be screened from view by an opaque fence or solid landscape screen 8 feet high.
- b. Service/refuse collection areas shall not be located within 20 feet of public rights-of-way.
- c. All development of two or more stories in height shall be required to provide screening of garbage collection and storage areas from above.
- d. All roof mounted mechanical equipment other than vents shall be screened from ground level view. The screening shall be as high as the height of the equipment and shall be integrated with the exterior building façade

Response: *Proposed project complies. All proposed exterior mechanical equipment is to be mounted on the roof of the building and will be properly screened to meet the requirements of this code. The proposed refuse and recycling enclosure is proposed to be open to above but screened by a 6'-0" tall concrete masonry wall.*

5. Landscaping

- a. At least 75% of required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover.
- b. A maximum of 25% of required landscaped area may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, rock groupings, bark dust, decorative hard paving and gravel areas interspersed with planting areas.

Response: *Proposed project complies. [See page 2 for project calculations.](#)*

6. Crime Prevention Through Environmental Design (CPTED)
 - a. No landscaping, fences, walls or plant materials greater than 5 feet in height shall be installed which obstruct the visibility of a dwelling entry from a public street.
 - b. A minimum of 25 square feet of window area shall be provided within each dwelling unit facing a common open space, pedestrian path or car park to allow visual surveillance.
 - c. A clear line of site between all front building entries and the public sidewalk or car park shall be maintained.
 - d. Lighting shall be provided at all exterior dwelling unit entrances.
 - e. Guard or a keyed variation of gated residential development is prohibited.
 - f. Motion activated security lighting is prohibited along public rights-of-way.

Response: *Proposed project complies. [No opaque screens are proposed between public street and any dwelling units. Extensive fenestration is provided throughout the facility. All building and ground floor unit entries have strong visual connection to the public street. Building design will have exterior lighting at all building and ground floor unit entries. No motion activated security lighting is proposed. An automatic security gate for vehicular entry will be provided at the main entry drive access.](#)*

- C. Town Center Districts. The intent of the following standards is to provide a functional and safe environment for vehicles and pedestrians, where the needs of pedestrian are emphasized. The Town Center should have a clear separation between pedestrian and vehicular areas and should be comfortable and safe in all seasons and hours of the day.

1. Building Orientation
 - a. TCC: Building facades shall be built along at least 80% of the primary building frontage line.
 - b. TCT: Building facades shall be built along at least 75% of the primary building frontage line.
 - c. TCS: Building facades shall be built along at least 50% of the primary building frontage line.
 - d. One (1) entrance shall be provided for each building façade. When building is located on a corner, one entrance at the corner is permitted.
 - e. If a building is setback from right-of-way, it shall be a minimum of four feet (4') in depth and include plazas, forecourts or other paved areas for public seating, artwork and landscaped planting beds.
 - f. If a building is setback from the right-of-way, mechanical units, meters or other above grade or wall mounted utilities shall not be located in the front setback area.

Response: *Proposed project complies. [See response to these items in Town Center Guidelines below.](#)*

2. Pedestrian Connections
 - a. When provided on-site, parking shall not be located between the front façade and the front property line.
 - b. Where walkways are parallel and adjacent to a driveway or street (public or

- private), they shall be raised 6 inches and curbed or separated from the driveway/street with bollards and/or a 3-foot minimum landscape barrier.
- c. Where pathways cross a parking area, driveway or street ("crosswalk"), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping. If painted striping is used, it shall consist of thermo-plastic striping or similar type of durable application.
 - d. All mechanical equipment, outdoor storage, and manufacturing and service and delivery areas shall be screened from view from pedestrian sidewalks. Screening shall be provided by one or more of the following: decorative wall (masonry or similar quality material, evergreen hedge, wood fence - non-see through).

Response: *Proposed project complies. Pedestrian connections are proposed to be raised 6" from adjacent vehicular access where occurs and will be made of concrete rather than asphalt. The refuse and recycling enclosure is proposed to be screened using a 6'-0" high concrete masonry enclosure with opaque steel gates.*

3. Site Amenities. Every development shall provide at least one of the "pedestrian amenities" listed below:
 - a. A plaza, courtyard next to the building entrance a minimum of 4 feet in depth for residential food, beverage or entertainment establishments only or, for other uses, an area with public art which incorporates seating (e.g. a fountain).
 - b. Public seating areas (chairs, tables, benches)
 - c. Building canopy, awning or similar weather protection across 75% of façade projecting a minimum of four feet over the sidewalk.

Response: *Proposed project includes a 53' x 56' (approximately 2,968 s.f.) public plaza facing and engaging Pacific Avenue, as well as multiple areas of covered outdoor area.*

OPEN SPACE, RECREATIONAL FACILITIES AND COMMON AREAS

10.8.205 STANDARDS

- A. Open space areas may be required to avoid placing structures or other improvements either in identified hazard or resource areas as required by Section 10.5.005 et. seq. and Section 10.8.300 et. seq.

Response: *Not applicable, however, Applicant proposes to provide an active public plaza space facing Pacific Avenue, embracing the commercial nature of the street while creating a gathering space adjacent to the retail included in the proposed project.*

- B. Areas retained to comply with Clean Water Services (CWS) water quality sensitive area and vegetative corridor requirements of the Design and Construction Standards or surface water quality or quantity facilities requiring over 100 square feet of area shall be considered open space but not be considered a recreational area unless so designed as to be integrated with a development's site design and available for access for residents in the development.

Response: *Applicant proposes to include a rain garden along Pacific Avenue to provide stormwater mitigation. Garden will additionally provide visual interest to the R.O.W. as well as to the users of the site. Residents and visitors will be discouraged from physically interacting with the rain garden.*

- D. For development not involved in a division of land, open space and recreation areas shall be held in common for residential condominiums or by the primary land owner for apartment complexes or non-

residential development. The area shall be placed within an easement unless waived by the Director for minor recreation facilities or recreation facilities that are integrated with the developed portion of the project.

1. Residential projects in the Residential Multifamily Low (RML) and Residential Multifamily High (RMH) districts shall provide the following: All condominium, two-family dwellings, multi-family dwellings, residential care facilities, residential care institutions, and nursing or convalescent homes shall provide 20% of the lot area in open space, excluding that area designated in the site plan and improved for off-street parking and driveways. All dwelling units shall be immediately accessible to a minimum of 600 square feet of open space.

Response: *Not applicable. Proposed project complies. The open space for plaza, green space, community garden, children's play space, and sidewalks is 17,380 sf, or 26% of the total site area.*

2. All condominium, two-family dwellings and multi-family dwellings of 20 units or more, residential care facilities, residential care institutions, and nursing or convalescent homes shall improve 1/2 of the required open space as recreation space. Recreation space shall be planted in grass and/or improved for recreational use, and have a minimum area of 870 square feet and a minimum dimension of 20 feet. For two-family and multi-family dwellings, the recreational area shall include a children's play area. A fence shall be installed that is a minimum of thirty (30) inches in height to separate a parking lot, street, or driveway from any children's play area.

Response: *Applicant proposes to include a fully fenced-in community garden and children's play area that measure roughly 90' x 24', totaling 2,140 SF in total. The fence in this area will be a 6'-0" tall open steel fence with pickets approximately 4" on center so that good visibility is provided. Residents will share the community garden plots which can be used for food or ornamental gardens. Additionally, children will have a place to play on the site that is physically separated from the parking area.*

3. For the development of condominiums, two-family and multi-family dwellings of 20 units or more, residential care facilities and residential care institutions, individual private open space (patio or balcony) shall be provided for each dwelling unit. All private open space shall be directly accessible from the dwelling unit through a doorway. Patios and balconies shall be at least 48 square feet in size with a minimum width dimension of four (4) feet.

Response: *Proposed project complies. An urban project of this nature and density is typically more communal in nature and encourages interaction and involvement between residents, thusly more emphasis is typically placed on providing a variety of shared community gathering spaces. While this standard is somewhat prohibitive for projects typically seen in urban housing environments, the proposed project meets the spirit of this standard. All upper floor units will be provided a 5'x8' (40 sf) balcony. All ground floor units will be provided at least 48 sf of private outdoor space. Additionally, the project proposes the following shared outdoor space:*

Plaza	53' x 56'	2,968 sf
Rain Garden	19' x 110'	2,090 sf
Children's Play Area	24' x 30'	720 sf
Community Garden	24' x 59'	1,416 sf
Community Roof Deck	30' x 50'	1,500 sf
Total		8,694 sf

When the total area of shared outdoor common space and the number of residential units provided (78) is considered, effectively 112 sf of additional outdoor area per unit is provided.

4. Floor area of ground floor patios and all balconies for individual units can be used to meet no more than 1/2 of the recreational land area requirement. Private open space shall be separated from common open space through the use of perimeter landscaping, fencing or a change in vertical grade (e.g. second floor balconies).

Response: Proposed project complies. For an urban project of this nature and density, this standard is prohibitive. See the above statement regarding this issue.

5. Where a proposed condominium, multi-family development, residential care facility, residential care institution, or nursing or convalescent home will abut an existing or proposed public park or open space, the development shall integrate into its design the adjoining park or open space to maximize its benefits to development residents.

Response: *Not applicable.*

6. No less than 75% of all open space areas excluding recreational space shall be landscaped with living ground cover, shrubs or trees.

Response: *Applicant proposes to provide 11,330 SF of open space, excluding the community garden (an additional 2,140 SF) and children's play area. Applicant proposes to vegetate 55% of this space and proposes an additional 6,120 SF of vegetated roof to achieve compliance of required vegetation.*

7. State law and administrative codes pertaining to residential care facilities, assisted care and nursing facilities shall supersede the provisions of this section where there is a conflict.

Response: *Not applicable.*

E. Areas and tracts of land to be held in common, shall meet the following requirements:

1. Common areas shall be held in ownership by either a homeowners association or operator of a multi-family development, residential care facility, residential care institution, or nursing or convalescent home.

Response: *Not applicable.*

2. To ensure adequate maintenance of common areas within the land division, the applicant shall provide maintenance provisions in Covenants, Conditions and Requirements (CC&Rs) when to be maintained by a homeowners association or another method an operator of a multi-family development, residential care facility, residential care institution, or nursing or convalescent home.

Response: *Not applicable.*

F. A development shall include proposed dedication of open space or recreational facilities to the City or reserve such areas for acquisition by the City based on the following requirements:

1. The dedication or reservation shall be approved by the Parks and Recreation Commission prior to any acceptance of the reservation or dedication by the City. The

Parks and Recreation Commission shall only consider any dedication or reservation if found:

- a. Consistent with the Parks, Recreation and Open Space Master Plan in terms of location, size, shape and purpose of the facility or area;
- b. Adequate recreational elements for active and/or passive recreational needs (e.g. trails, benches, play equipment, ball fields, etc.) are provided;
- c. Open space areas provide connectivity with other open space or recreational areas as shown on the Parks, Recreation and Open Space Master Plan;
- d. Adequate services and facilities are available to maintain the dedication or reservation; and
- e. For reservations, that acquisition of the property has been programmed in the most recently adopted capital improvement program or otherwise authorized by the City Council.

Response: *Proposed project will include a plaza space, however, Tokola Properties will keep ownership and control over it and will be responsible for maintenance and upkeep. Applicant believes that this is the best approach to providing a vibrant, well-managed space in this setting.*

2. Where the City will accept a dedication pursuant to paragraph (1) above, no more than 50% of the System Development Charges (SDC) for a project can be waived by the Community Development Director upon consultation with the Parks and Recreation Director. The amount of the waiver shall be based on the completeness of the recreational elements and maintenance facilities provided, and the importance of the property to the completion of the Park, Recreation and Open Space Master Plan. There shall be no waiver of park SDC for any reservation of an open space area or recreational facility.

Response: *Not applicable at this time. Currently, Tokola Properties and the City of Forest Grove are negotiating the financial arrangement for purchase of the property.*

3. If the developer is required to reserve land area for a park, playground, or other public use, such land shall be acquired by the appropriate public agency within eighteen (18) months following final land use approval including but not limited to final plat, site plan, conditional use or design review approvals. The price shall be agreed upon prior to final approval or such reservation shall be released to the subdivider.

Response: *Not applicable.*

LANDSCAPING, SCREENING & BUFFERING

10.8.415 GENERAL STANDARDS

- A. Non-invasive native vegetation is encouraged to be used for all landscaping except within 100 feet of a natural resource area. In such situations, native vegetation is required.

Response: *Proposed project complies. Native and non-native vegetation adapted to the local conditions are proposed to be used. A full plant list is provided on the landscape plan.*

- B. Installation of bio-swales or preservation of wetlands should be located where possible in landscaped areas.

Response: *Not applicable. However, Applicant proposes a large rain garden to be placed adjacent to the sidewalk along Pacific Avenue which will be visible to users, visitors, and passersby.*

- C. Required Landscaping Adjacent to Public Rights-Of-Way -- A strip of land at least 5 feet in width located between the abutting right-of-way and the off-street parking area or vehicle use area which is exposed to an abutting right-of-way, except in required vision clearance areas.

Response: *Not applicable. All parking is provided on the opposite side of the building from the R.O.W.*

- D. Perimeter Landscaping Relating to Abutting Properties -- On the site of a building or structure or open lot use providing an off-street parking area or other vehicular use area, where such areas will not be entirely screened visually by an intervening building or structure from abutting property, a 5-foot landscaped strip shall be between the common lot line and the off-street parking area or other vehicular use area exposed to abutting property. Landscaped areas should include where possible water quality features such as bio-swales or wetlands, trees, grass, shrubs, and other plant material so as to cover the landscape area.

Response: *Proposed project complies. A five (5) foot landscape buffer is proposed at interior lot lines. The building shields parking from the street sides.*

- E. Parking Area Interior Landscaping -- Landscaped areas shall be appropriately distributed to break up large expanses of pavement, improve the appearance and climate of the site, improve safety, and delineate pedestrian walkways and traffic lanes. Except for industrial development within industrial zones, the following interior landscaping shall be met:

1. Percentage Approach. For the purpose of this section, Interior Parking Lot Area is defined as the hard surface parking area (parking stalls and aisles). Such area does not include loading and unloading zones or perimeter landscaping around the lot. Where perimeter landscaping intrudes into the parking lot four or more feet, that area is included in both the interior parking lot area and interior parking lot landscaping.
2. A required landscaped area shall have a minimum interior dimension of 6 feet and be no less than 48 square feet in area.
3. At least 8% of the Interior Parking Lot Area shall be landscaped. Landscaped areas may include water quality features such as bio-swales or wetlands, trees, grass, shrubs, and other plant material so as to cover the landscape area.
4. One tree shall be required for every 1,600 square feet of Interior Parking Lot Area as defined in (1) above. Trees shall have a minimum 2-inch caliper and 6-foot branch height at time of planting.
5. Interior parking area landscaping and trees must be dispersed throughout the parking area. Some trees may be grouped, but the groups must be dispersed. Required trees may be planted within 5 feet of the edges of the parking area.
6. Perimeter landscaping area may not substitute for interior landscaping. However, interior landscaping may join perimeter landscaping as long as it extends 4 feet or more into the parking area from the perimeter landscape line.

Response: *Meeting the 8% landscaping and tree requirements is prohibitive for an urban project of this density. To help break up the parking, Applicant proposes a large green roof structure that*

will function as a carport over the center parking stalls. This structure will add 6,120 sf of landscaping to the site, bringing the percentage of landscaping up to 20%. It should be noted that the plant choices for the roof of the carport will be varieties of sedum or other low-growing, drought-tolerant herbaceous plants. Final decisions on species will be based on a study of typical sun access of the plantbed.

Calculations:

Interior Lot Size: 30,770 SF

Interior Plant Bed Areas: 140 SF

<1% Vegetated

With Vegetated Roof Above Parking: 6,120 SF

20% Vegetated

Required trees (1 tree per 1,600 SF interior Lot): 19.2

Trees provided: 10

10.8.420 LANDSCAPING REQUIREMENTS BY ZONE

- C. Landscaping Required in the Town Center Zones. All new commercial and residential developments in the Town Center Zones shall landscape no less than 5% of the lot area using appropriate native plant materials and/or architectural features such as benches, planters, and water fountains which are suitable and supportive of the downtown commercial environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design within the Town Center.

Response: Applicant proposes to use at least 5% native vegetation throughout the development site within the Rain Garden and Parking Lot Perimeter Landscapes. Native plant species proposed are identified on the Plant List.

Phase 1 Development: 66,485 SF

80% Rain Garden: (0.80 x 2,873 SF): 2,300 SF

40% Parking Lot Perimeter Landscape: (0.40 x 2,680 SF) 1075 SF

Native Plantings: 3,375 SF / 66,485 SF = 5%

- E. 75% Coverage. At least 75% of the required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover. The required 75% coverage shall be based on the size of the plant material within a specified time as follows:
1. Trees – within five (5) years from the date of final inspection by the Building Official.
 2. Shrubs – within two (2) years from the date of final inspection by the building Official.
 3. Ground covers – at the time of final inspection by the Building Official.

Response: Applicant proposes to provide plant material that will be at least 75% coalesced with the time frame outlined above. Plant size and spacing will be appropriate for the coverage requirements outlined above.

- F. 25% Architectural Features. Landscaped areas as required by this article may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, decorative hard paving and gravel areas, interspersed with planting areas. The exposed area developed with such features shall not exceed 25 percent of the required landscaped area. Artificial plants are prohibited in any required landscaped area.

Response: Applicant proposes to provide benches and potted plants within the plaza space. These features will not exceed 25% of the overall landscape areas.

10.8.425 BUFFERING AND SCREENING STANDARDS – Not Applicable**OFF-STREET PARKING AND LOADING****10.8.505 APPLICABILITY**

- C. Parking Exemption for the Town Center Zones. All development in the Town Center zones shall be exempt from off-street parking requirements for new construction, expansion of existing use and change of use.

Response: *While this Code does not require parking, Applicant proposes providing a parking area to improve the marketability of the housing.*

10.8.510 GENERAL PROVISIONS

- B. Parking Plan Requirements. The parking plan, drawn to scale, shall show all elements necessary to indicate that off-street parking requirements are met. The parking plan shall include but not be limited to:

1. Delineation of individual parking and loading spaces and their dimensions;
2. Circulation area necessary to serve parking spaces;
3. Access to streets, alleys and properties to be served;
4. Curb cuts;
5. Location and dimensions of all parking area landscaping (does not apply to single family dwellings and duplexes);
6. Grading and drainage (does not apply to single family dwellings and duplexes); and
7. Specifications as to signs and bumper guards (does not apply to single family dwellings and duplexes).

Response: *Parking is shown on the site plans, which show delineation of stalls, circulation, street approach, drainage, and parking lot landscaping. Design of parking lot signage will be a part of the construction documents and permitted at that time.*

- E. Parking Area Connections. In order to eliminate the need to use public streets for movements between commercial or industrial properties, parking areas shall be designed to connect with parking areas within a project site and on adjacent properties unless not feasible. Access easements between properties shall be required where necessary to provide for parking area connections.

Response: *Not applicable.*

- F. Walkway Connections. In order to facilitate pedestrian and bicycle circulation, access and parking area plans shall provide an efficient sidewalk and/or walkway connection between neighboring developments and land uses.

Response: *Proposed project complies. [The bike storage room is proposed to have a door directly to the public sidewalk.](#)*

- G. Standards of Measurement. Except as otherwise defined in this code, "one standard parking space" means a parking stall of nine (9) feet in width and eighteen (18) feet in length. To accommodate compact cars more efficiently, up to 50% of the available parking spaces may have a minimum dimension of eight (8) feet in width and sixteen (16) feet in length so long as they are identified as compact car stalls and are not readily accessible to large cars.

Response: *Proposed project complies. [See page 2 of the design drawings for clarification.](#)*

10.8.515 OFF-STREET PARKING REQUIREMENTS – Not Applicable

10.8.525 DESIGN AND MAINTENANCE STANDARDS FOR OFF-STREET PARKING AND LOADING – Not Applicable

Note: *While parking for this proposed project is not required by this Code, our project will meet the requirements of this provision, items A through J. Item K does not apply.*

10.8.530 RESERVOIR REQUIREMENTS – Not applicable

10.8.535 OFF-STREET LOADING SPACE

- A. Required. Buildings or structures to be built or substantially altered which receive and distribute material or merchandise by truck shall provide and maintain off-street loading and maneuvering space in accordance with the requirements of Table 8-7.

Response: *Applicant proposes no on-site truck access for loading and unloading, other than for refuse and recycling. As is common in similar urban areas, the modest amount of proposed commercial space will be served by temporary street parking for box vans and similar vehicles. Applicant suggests providing one on-street truck loading area, along A Street, located between the commercial end of the building and the residential entry.*

- B. Separation from Off-Street Parking Area. Any area to be used for the maneuvering of delivery vehicles and the unloading or loading of materials shall be separated from designated off-street parking areas and appropriately designed to prevent the encroachment of delivery vehicles into off-street parking areas or into public streets.

Response: *Not applicable.*

- D. Reduction of Loading Space. Minimum loading berths may be decreased based on the following criteria:

1. Will not result in undue site congestion;
2. Will not result in traffic hazards on the site or adjoining streets; and
3. Will not result in undue reduction in the availability of on-site or on-street parking.

Response: *Not applicable.*

10.8.540 BICYCLE PARKING

- A. When Required. Bicycle parking shall be provided on-site in conjunction with the following uses:

1. Multi-family housing

2. Retail and office development

Response: *Proposed project complies. Applicant proposes to include a bike parking, bike washing area, and bike repair station on the ground floor of the building, very near the common elevators, located so that it has direct access to the sidewalk at the R.O.W.*

B. Required Number Of Spaces. The number of bicycle parking spaces required shall be at least 20% of the required automobile parking for the use, but not less than two (2) spaces.

Response: *Based on this requirement, only two (2) bicycle spaces would be required. Applicant proposes a room with at least twenty (20) spaces available. See sheet 2 for outline of preliminary location of bike room with entrance directly onto the public sidewalk. Additionally, exterior bicycle parking will be provided for the commercial space as shown on the Landscape Site Plan.*

C. Location and Design Standards. Bicycle parking facilities shall be:

1. Located within seventy-five (75) feet of a primary building entrance and dispersed for multiple entrances;
2. Designed to provide direct access to a public right-of-way, but not to obstruct sidewalks or walkways. Public sidewalks may be utilized for bicycle parking when parking can't be reasonably accommodated on-site and the location is convenient to the building's primary entrance. If a public sidewalk is used for bicycle parking, a minimum of six (6) feet of clear and unobstructed sidewalk must be maintained;
3. In a location visible to building occupants or from the main parking lot; and
4. Thoroughly illuminated during working hours. Bicycle parking areas shall be at least as well lit as automobile parking areas.
5. Bicycle parking facilities shall offer security in the form of either a lockable enclosure in which the bicycle can be stored or a stationary rack to which the bicycle can be locked. All bicycle racks, lockers, or other facilities shall be securely anchored to the ground or to a structure. Bicycle racks shall be designed so that bicycles may be securely locked to them without undue inconvenience. Such racks shall be designed to hold bicycles securely by means of the frame, with the frame supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels.
6. Bicycle parking spaces shall be at least six (6) feet long and two feet wide with an overhead clearance of at least seven (7) feet. An access aisle of at least five (5) feet shall be provided and maintained beside or between each row of bicycle parking. Each required bicycle parking space shall be accessible without moving another bicycle.

Response: *Proposed project complies. See sheet 6 for location of 6 bicycle parking stalls located and notated in plaza less than seventy-five (75) feet from the commercial entry. Bicycle parking stalls will comply with the standard for access, size and clearance. Additional bike parking provided in the bike storage room for residents shall use racks specifically designed for such purpose in urban housing projects which may be constructed differently than what is required for parking under this Code.*

10.8.545 LANDSCAPING AND SCREENING OF PARKING AND LOADING AREASC. Required Landscaping for Parking Lots Adjacent to Public Rights-of-Way. A minimum five (5)-foot landscaped strip is required between the abutting right-of-way and the off-street parking area or

vehicle use area.

Response: *Proposed project complies. Not applicable since no parking lots are adjacent to public rights-of-way.*

- D. Perimeter Parking Lot Landscaping. When the off-street parking area or other vehicular use area is not visually screened from an abutting property by an intervening building or structure, a minimum five (5)-foot landscaped strip shall be installed between the common property line and the off-street parking area or other vehicular use area that is visually exposed.

Response: *Proposed project complies. A five (5) foot perimeter landscape strip is proposed.*

- E. Interior Parking Lot Landscaping. Landscaped areas shall be appropriately distributed to break up large expanses of pavement, improve the appearance and climate of the site, improve safety, and delineate pedestrian walkways and traffic lanes. For the purpose of this section, interior parking lot area is defined as the hard surface parking area (parking stalls and aisles). Such area does not include loading and unloading zones or perimeter landscaping around the lot.

1. At least 8% of the interior parking lot area shall be landscaped. Landscaped areas should include water quality features such as bio-swales or wetlands, trees, grass, shrubs, and other material when possible so as to cover the landscape area.
2. A required landscaped area shall have a minimum interior dimension of six (6) feet and be no less than forty-eight (48) square feet in area. Landscaping shall be protected from vehicular damage by some form of wheel guard or curb.
3. One (1) tree shall be required for every 1,600 square feet of interior parking lot area. Trees shall have a minimum two (2)-inch caliper and six (6)-foot branch height at the time of planting.
4. Interior parking area landscaping and trees must be dispersed throughout the parking area. Some trees may be grouped, but the groups must be dispersed.
5. Perimeter landscaping may not substitute for interior landscaping. However, interior landscaping may join perimeter landscaping as long as it extends four (4) feet or more into the parking area from the perimeter landscape line.

Response: *Meeting the 8% landscaping and tree requirements is prohibitive for an urban project of this density. To help break up the parking, Applicant proposes a large green roof structure that will function as a carport over the center parking stalls. This structure will add 6,120 sf of landscaping to the site, bringing the percentage of landscaping up to 20%.*

Calculations:

Interior Lot Size: 30,770 SF

Interior Plant Bed Areas: 140 SF

<1% Vegetated

With Vegetated Roof Above Parking: 6,120 SF

20% Vegetated

- F. Landscaping Within Clear Vision Areas. All landscaping of parking lots within clear vision areas shall provide unobstructed cross-visibility at a level between three-to-ten (3-10) feet above the curb line. With the exception of grass or groundcover, no landscaping shall be located closer than three (3) feet from the edge of any accessway pavement.

Response: *Proposed project does not comply with this standard. Applicant believes this standard in an urban downtown setting is unnecessary and, in this case, inappropriate. Additionally, this standard is in conflict with the Town Center Design Guidelines. Applicant proposes instead to provide building massing to mark the corner of the property with a strong Architectural statement which will promote activity on the corner.*

PUBLIC IMPROVEMENTS

10.8.610 STREETS

A. Improvements. No development shall occur unless the development has frontage or approved access to a public street:

1. Streets within a development and streets adjacent shall be improved in accordance with this article;
2. Any new street or additional street width planned as a portion of an existing street shall be dedicated and improved in accordance with this code;
3. New development shall be connected to a collector or arterial by a paved street;

Response: *Project complies.*

B. Creation of Rights-Of-Way for Streets and Related Purposes. Rights-of-way shall be created through the approval of a final subdivision plat or major partition; however, the Council may approve the creation of a street by acceptance of a deed, provided that such street is deemed essential by the Council for the purpose of general traffic circulation:

1. The Council may approve the creation of a street by deed of dedication without full compliance with the regulations applicable to subdivisions or major partitions if any one or more of the following conditions are found by the Council to be present:
 - a. Establishment of a street is initiated by the Council and is found to be essential for the purpose of general traffic circulation, and partitioning or subdivision of land has an incidental effect rather than being the primary objective in establishing the road or street for public use; or
 - b. The tract in which the road or street is to be dedicated is an isolated ownership of one (1) acre or less and such dedication is recommended by the Commission to the Council based on a finding that the proposal is not an attempt to evade the provisions of this title governing the control of subdivisions or major partitions.
2. With each application for approval of a road or street right-of-way not in full compliance with the regulations applicable to the standards, the proposed dedication shall be made a condition of subdivision and major partition approval:
 - a. The applicant shall submit such additional information and justification as may be necessary to enable the Commission in its review to determine whether or not a recommendation for approval by the Council shall be made;
 - b. The recommendation, if any, shall be based upon a finding that the proposal is not in conflict with the purpose of this title;
 - c. The Commission in submitting the proposal with a recommendation to the Council may attach conditions which are necessary to preserve the standards of this title; and
 - d. All deeds of dedication shall be in a form prescribed by the City and shall name "the public" as grantee.

Response: *Not applicable.*

- C. Creation of Access Easements. The approval authority may approve an access easement established by deed without full compliance with this title provided such an easement is the only reasonable method by which a lot large enough to develop can be created:

1. Access easements shall be provided and maintained in accordance with the Uniform Fire Code;
2. Access shall be in accordance with Sections 10.8.100 et. seq.

Response: *Not applicable.*

- D. Street Location, Width and Grade. Except as noted below, the location, width and grade of all streets shall conform to an approved street plan and shall be considered in their relation to existing and planned streets, to topographic conditions, to public convenience and safety, and in their appropriate relation to the proposed use of the land to be served by such streets:

1. Street grades shall be approved by the City Engineer in accordance with subsection (M) below; and
2. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either:
 - a. Provide for the continuation or appropriate projection of existing streets in the surrounding areas, or
 - b. Conform to a plan adopted by the Commission, if it is impractical to conform to existing street patterns because of particular topographical or other existing conditions of the land. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.
3. The City Engineer may require slope easements due to topography, the size and shape of the tract, or other conditions.

Response: *Not applicable.*

- E. Minimum Rights-Of-Way and Street Widths. Unless otherwise indicated on an approved street plan, or as needed to continue an existing improved street, street right-of-way and roadway widths shall not be less than the minimum width described below. Where a range is indicated, the width shall be determined by the appropriate decision-making authority based upon anticipated average daily traffic (ADT) on the new street segment. These are presented in Table 8-8.

1. The decision-making body shall make its decision about desired right-of-way width and pavement width of the various street types within the subdivision or development after consideration of the following:
 - a. The type, design and location of the road as set forth in the Transportation System Plan. Standards for specific streets identified in the Transportation System Plan shall apply;
 - b. Anticipated traffic generation;
 - c. On-street parking needs;
 - d. Sidewalk and bikeway requirements;
 - e. Requirements for placement of utilities;
 - f. Street lighting;
 - g. Drainage and slope impacts;

- h. Street tree location;
- i. Planting and landscape areas;
- j. Safety and comfort for motorists, bicyclists, and pedestrians;
- k. Access needs for emergency vehicles.

Response: *Not applicable.*

F. Future Street Plan and Extension of Streets

1. A future street plan shall:
 - a. Be filed by the applicant in conjunction with an application for a subdivision or partition. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other parcels within 500 feet surrounding and adjacent to the proposed land division. At the applicant's request, the City shall prepare a future streets proposal. A street proposal may be modified when subsequent subdivision proposals are submitted.
 - b. Identify existing or proposed bus routes, pullouts or other transit facilities, bicycle routes and pedestrian facilities on or within 530 feet of the site.
2. For new residential and mixed-use development, possible local street connections to contiguous vacant or primary undeveloped land must be identified in conformance with street projections outlined on the Local Street Connectivity Plan, as shown on the Comprehensive Plan Map.
3. Where necessary to give access or permit a satisfactory future division of adjoining land, streets shall be extended to the boundary lines of the tract to be developed, and
 - a. These extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets at such time as the adjoining property is developed.
 - b. A barricade shall be constructed at the end of the street by the property owners which shall not be removed until authorized by the City Engineer, the cost of which shall be included in the street construction cost.
 - c. Temporary hammerhead turnouts or temporary cul-de-sac bulbs shall be constructed for stub streets in excess of 150 feet in length.

Response: *Not applicable.*

G. Street Alignment and Connections

1. Staggering of streets making "T" intersections at collectors and arterials shall not be designed so that jogs of less than 300 feet on such streets are created, as measured from the centerline of such street.
2. Spacing between local street intersections shall have a minimum separation of 125 feet.
3. All local and minor collector streets that abut a development site shall be extended within the site to provide through circulation when not precluded by environmental or topographical constraints, existing development patterns or strict adherence to other standards in this code. A street connection or extension is considered precluded when it is not possible to redesign or reconfigure the street pattern to provide required extensions. Land is considered topographically constrained if the slope is greater than 15% for a distance of 250 feet or more. In the case of environmental or topographical constraints, the mere presence of a

constraint is not sufficient to show that a street connection is not possible. The applicant must show why the constraint precludes some reasonable street connection.

4. Proposed street or street extensions shall be located to provide direct access to existing or planned transit stops, commercial services, and other neighborhood facilities, such as schools, shopping areas and parks.
5. All developments should provide an internal network of connecting streets that provide short, direct travel routes and minimize travel distances within the development.

Response: *Not applicable.*

H. Intersection Angles. Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle, but in no case shall the angle be less than 75° unless there is special intersection design, and:

1. Streets shall have at least twenty-five (25) feet of tangent adjacent to the right-of-way intersection unless topography requires a lesser distance;
2. Intersections which are not at right angles shall have a minimum corner radius of twenty (20) feet along the right-of-way lines of the acute angle; and
3. Right-of-way lines at intersection with arterial streets shall have a corner radius of not less than twenty (20) feet.

Response: *Not applicable.*

I. Existing Rights-Of-Way. Whenever existing rights-of-way adjacent to or within a tract are of less than standard width, additional rights-of-way shall be provided at the time of subdivision or development.

Response: *Not applicable.*

J. Partial Street Improvements. Partial street improvements resulting in a pavement width of less than twenty (20) feet; while generally not acceptable may be approved where essential to reasonable development when in conformity with the other requirements of these regulations, and when it will be practical to require the improvement of the other half when the adjoining property developed.

Response: *Not applicable.*

K. Cul-de-sacs. A cul-de-sac shall be no more than 200 feet long, shall not provide access to greater than twenty (20) dwelling units, and shall only be used when environmental or topographical constraints, existing development pattern, or strict adherence to other standards in this code preclude street extension and through circulation:

1. All cul-de-sacs shall terminate with a turnaround. Use of turnaround configurations other than circular shall be approved by the City Engineer; and
2. The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.
3. If a cul-de-sac is more than 300 feet long, a lighted direct pathway to an adjacent street may be required to be provided and dedicated to the City.

Response: *Not applicable.*

- L. Street Names. No street name shall be used which will duplicate or be confused with the names of existing streets in Washington County, except for extensions of existing streets. Street names and numbers shall conform to the established pattern in the surrounding area.

Response: *Not applicable.*

- M. Grades and Curves. Grades shall not exceed 10% on arterials, 12% on collector streets, or 12% on any other street (except that local or residential access streets may have segments with grades of up to 15% for distances of no greater than 250 feet), and:

1. Centerline radii of curves shall not be less than 700 feet on arterials, 500 feet on major collectors, 350 feet on minor collectors, or 100 feet on other streets; and
2. Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization shall provide a landing averaging 5% or less. Landings are that portion of the street within twenty (20) feet of the edge of the intersecting street at full improvement.

Response: *Not applicable.*

- N. Curbs, Curb Cuts, Ramps, and Driveway Approaches. Concrete curbs, curb cuts, wheelchair, bicycle ramps and driveway approaches shall be constructed in accordance with standards specified in this chapter; and:

1. Concrete curbs and driveway approaches are required; except
2. Where no sidewalk is planned, an asphalt approach may be constructed with City Engineer approval; and
3. Asphalt and concrete driveway approaches to the property line shall be built to City configuration standards.

Response: *Proposed project complies.*

- O. Streets Adjacent To Railroad Right-Of-Way. Wherever the proposed development contains or is adjacent to a railroad right-of-way, provision shall be made for a street approximately parallel to and on each side of such right-of-way at a distance suitable for the appropriate use of the land. The distance shall be determined with due consideration at cross streets or the minimum distance required for approach grades and to provide sufficient depth to allow screen planting along the railroad right-of-way in nonindustrial areas.

Response: *Not applicable.*

- P. Access Control. Access control as described for each classification of street within the transportation element (Transportation System Plan (TSP)), shall be implemented when a new street or street extension is built.

Response: *Not applicable.*

- Q. Access to Arterials and Major Collectors. Where a development abuts or is traversed by an existing or proposed arterial or major collector street, the development design shall provide adequate protection for residential properties and shall separate residential access and through

traffic, or if separation is not feasible, the design shall minimize the traffic conflicts. The design shall include any of the following:

1. A parallel access street along the arterial or major collector;
2. Lots of suitable depth abutting the arterial or major collector to provide adequate buffering with frontage along another street;
3. Screen planting at the rear or side property line to be contained in a non-access reservation along the arterial or major collector; or
4. Other treatment suitable to meet the objectives of this subsection;
5. If a lot has access to two streets with different classifications, primary access should be from the lower classification street.

Response: *Proposed project complies. This standard is not applicable to units along A Street since it does not have either relevant street designation. Ground floor residential units facing Pacific Avenue have a deep setback which supports a robust rain garden to be located, effectively buffering these units from the busier street.*

R. Alleys, Public or Private

1. Alleys shall be no less than fifteen (15) feet in width. In commercial and industrial districts, alleys shall be provided unless other permanent provisions for access to off-street parking and loading facilities are made.
2. While alley intersections and sharp changes in alignment shall be avoided, the corners of necessary alley intersections shall have a radius of not less than twelve (12) feet.

Response: *Not applicable.*

S. Survey Monuments. Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be reestablished and protected.

Response: *Proposed project will comply.*

T. Private Streets

1. Design standards for private streets shall be established by the City Engineer; and
2. The City shall require legal assurances for the continued maintenance of private streets, such as a recorded maintenance agreement.
3. Private streets serving more than six (6) dwelling units are permitted only within planned developments, mobile home parks, and multi-family residential developments.

Response: *Not applicable.*

U. Railroad Crossings. Where an adjacent development results in a need to install or improve a railroad crossing, the cost for such improvements may be a condition of development approval, or another equitable means of cost distribution shall be determined by the Public Works Director and

approved by the Commission.

Response: *Not applicable.*

- V. Street Signs. The City shall install all street signs, relative to traffic control and street names, as specified by the City Engineer for any development. The cost of signs shall be the responsibility of the developer.

Response: *Not applicable.*

- W. Traffic Signals. The location of traffic signals shall be noted on approved street plans. Where a proposed street intersection will result in an immediate need for a traffic signal, a signal meeting approved specifications shall be installed. The cost shall be included as a condition of development.

Response: *Not applicable.*

- X. Street Light Standards. Street lights shall be installed in accordance with regulations adopted by the City's direction.

Response: *Not applicable.*

- Y. Street Name Signs. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.

Response: *Not applicable.*

- Z. Street Cross-Sections. The final lift of asphalt concrete pavement shall be placed on all new constructed public roadways prior to final City acceptance of the roadway and within one (1) year of the conditional acceptance of the roadway unless otherwise approved by the City Engineer. The final lift shall also be placed no later than when 90% of the structures in the new development are completed or three (3) years from the commencement of initial construction of the development, whichever is less.

Response: *Not applicable.*

10.8.615 EASEMENTS

- A. Easements. Easements for sewers, drainage, water mains, electric lines or other public utilities shall be either dedicated or provided for in the deed restrictions, and where a development traversed by a watercourse, or drainageway, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of the watercourse.
- B. Utility Easements. A property owner proposing a development shall make arrangements with the City, the applicable district and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be fifteen (15) feet unless otherwise specified by the utility company, applicable district, or City Engineer.
- C. Where the alignment of a utility easement (other than those required perimeter easements) is such that it would also serve as a suitable easement for originating or continuing a pedestrian/bicycle path, the Community Development Director may require that such easement

be designated as serving both functions. The walkway shall be designed and improved consistent with the requirements of Section 10.8.100, Access and Circulation.

Response: *Not applicable.*

10.8.620 SIDEWALKS

- A. Sidewalks Required. Sidewalks shall be constructed, replaced or repaired to City design standards as set forth in the standard specifications manual and located as follows:
1. On both sides of arterial and collector streets to be built at the time of street construction;
 2. On both sides of all other streets and in pedestrian easements and rights-of-way, except as provided further in this section, to be constructed along all portions of the property designated for pedestrian ways in conjunction with development of the property; and
 3. On one side of any industrial street to be constructed at the time of street construction or after determination of curb cut locations.

Response: *Not applicable.*

- B. Parkway Requirements. A parkway at least five (5) feet between the curb and the sidewalk shall be required in the design of any arterial or collector street where parking is prohibited adjacent to the curb, except where the following conditions exist: there is inadequate right-of-way; the curbside sidewalks already exist on predominant segments of the street; or it would conflict with the utilities.

Response: *Not applicable.*

- C. Sidewalks in Town Center District. In the Town Center District, sidewalks shall be ten (10) feet in width, and:
1. All sidewalks shall provide a continuous unobstructed path; and
 2. The width of curbside sidewalks shall be measured from the back of the curb.

Response: *Existing sidewalks along most of the street frontage has been improved and widen as part of a City street improvement in recent years. Where necessary the sidewalk will be widen and improvement to meet the appropriate standard.*

10.8.625 SANITARY SEWERS

- A. Sewers Required. Sanitary sewers shall be installed to serve each new development and to connect developments to existing mains in accordance with the provisions set forth in Design and Construction Standards for Sanitary and Surface Water Management (as adopted by Clean Water Services in 1996 and including any future revisions or amendments) and the adopted policies of the Comprehensive Plan and the City's Master Sewer Plan.

Response: *Sanitary sewers exist within Pacific Avenue and will be used to connect to the proposed development to the sanitary sewer.*

10.8.630 WATER FACILITIES

- A. Water Facilities Required. Water facilities shall be installed to serve each new development and

to connect developments to existing mains in accordance with the provisions set forth in the adopted policies of the Comprehensive Plan and the City's Master Water Plan.

Response: *Public Water facilities exist within the Pacific Avenue and "A" Street. Connection to those facilities will be used to provide water to the proposed development.*

10.8.635 STORM DRAINAGE

A. General Provisions. The Director and City Engineer shall issue a development permit only where adequate provisions for storm water and flood water runoff have been made, and:

1. The storm water drainage system shall be separate and independent of any sanitary sewerage system;
2. Where possible, inlets shall be provided so surface water is not carried across any intersection or allowed to flood any street; and
3. Surface water drainage patterns shall be shown on every development proposal plan.

Response: *On-site collection system will be constructed as part of the development. The water quality and detention requirements will be met, most likely with the use of a rain garden. Connection from the point of outlet on-site will be made to the City's public storm drain conveyance system.*

B. Easements. Where a watercourse, drainageway, channel or stream traverses a development, there shall be provided a storm water easement or drainage right-of-way conforming substantially to the lines of such watercourse and such further width as will be adequate for conveyance and maintenance.

Response: *Not applicable.*

C. Accommodation of Upstream Drainage.

1. A culvert or other drainage facility shall be large enough to accommodate runoff from its entire upstream drainage area, whether inside or outside the development, and;
2. The City Engineer shall approve the necessary size of the facility, based on the provisions of Design and Construction Standards for Sanitary and Surface Water Management (as adopted and amended by Clean Water Services) and the City's Master Storm Water Sewer Plan.

Response: *Not applicable.*

10.8.640 BIKEWAYS

A. Bikeway Extension. Developments adjoining proposed bikeways identified on the City's adopted pedestrian/bikeway plan shall include provisions for the future extension of such bikeways through the dedication of easements or rights-of-way.

Response: *Not applicable.*

B. Cost of Construction. Development permits issued for planned unit developments, conditional use permits, subdivisions, and other developments which will principally benefit from such bikeways shall be conditioned to include the cost or construction of bikeway improvements.

Response: *Not applicable.*

- C. Minimum Width. Minimum width for bikeways within the roadway is five (5) feet per bicycle travel lane. Minimum width for two-way bikeways separated from the road is eight (8) feet.

Response: *Not applicable.*

10.8.645 UTILITIES

- A. Underground Utilities. All utility lines in new developments shall be placed underground, and:
1. The developer shall make all necessary arrangements with the serving utility to provide the underground services;
 2. The City reserves the right to approve location of all surface mounted facilities;
 3. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and
 4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

Response: *All on-site utilities will be placed underground. There are existing overhead franchise utilities adjacent to the site within "A" Street. It is desire of the developers that those lines be installed underground by the City of Forest Grove as part of the Development Agreement.*

- B. Information on Development Plans. The applicant for a development shall show on the development plan or in the explanatory information, easements for all underground utility facilities, and:
1. Plans showing the location of all underground facilities as described herein shall be submitted to the City Engineer for review and approval; and
 2. Care shall be taken in all cases to ensure that above ground equipment does not obstruct vision clearance areas for vehicular traffic.

Response: *All known underground facilities are noted.*

- D. Exception to Under-Grounding Requirement for Infill Development. An applicant for infill development, which is served by above ground utilities, may be exempt from the requirement for undergrounding utilities. This exception shall apply only to existing utility lines.

Response: *It is the desire of the developers that the existing overhead lines in "A" Street be placed underground by the City of Forest Grove. The extension of franchise utilities to the development itself, (for electrical and broadband services) will be underground.*

10.8.650 AGREEMENT – Not applicable for subject land use action

10.8.655 MONUMENTS – Not applicable for subject land use action

BUILDING DESIGN AND DEVELOPMENT STANDARDS

10.8.710 STANDARDS

- A. Building Design Standards for Multi-Unit Development
1. Massing and Form
 - a. On lots with an average cross slope of 15% or more, no more than 60% of the site shall be re-graded.

- b. No building shall have a dimension greater than one-hundred and fifty (150) feet without a minimum three (3) feet off-set of the exterior wall.
- c. At a minimum, every two dwelling units shall be offset from the next dwelling unit by at least four (4) feet in depth.
- d. All habitable rooms shall incorporate at least one window when facing parking lots and common areas.

Response: *Proposed project complies. For clarity, please note that compliance with item c is met by providing extensive articulation using bay projections of four (4) feet in depth.*

2. Compatibility

- a. All buildings shall incorporate a porch or architecturally defined entry space for each ground level dwelling unit with a minimum area of 16 square feet per dwelling unit, with no dimension less than 4 feet.
- b. Shared porches or entry spaces are permitted. All grade level porches shall include hand-railing, half-walls, or shrubs to define their outside perimeter.
- c. Common entrances shall not serve more than four (4) dwelling units.

Response: *Not applicable. These standards are overridden by the Town Center Guidelines.*

3. Privacy

- a. Front entryways into dwelling units shall be separated vertically or horizontally a minimum of three feet from sidewalks used by more than one dwelling unit.
- b. Bedroom and bathroom windows shall be offset a minimum of four (4) feet from windows on adjacent buildings (unless window glazing is frosted, diffused or glass block)

Response: *Not applicable. These standards are overridden by the Town Center Guidelines.*

4. Building Relationship with Adjacent Arterials

- a. Buildings shall be setback at least 10 feet from arterials.
- b. Buildings shall be oriented away from arterials and no front or main entries shall be facing the arterials.
- c. The setback area shall be landscaped consistent with the buffering requirements of Section 10.8.425 except that chain link fence shall not be allowed.

Response: *Not applicable. These standards are overridden by the Town Center Guidelines.*

B. Building Design Standards for Commercial Development

Response: *Not applicable*

C. Building Design Standards within Town Center Districts

1. Building Form

- a. All new structures shall be a minimum of two-stories in height or a minimum height of 24 feet measured at the front elevation to top of parapet or eave line of lowest point of facade.
- b. All flat-roofed buildings shall have a decorative cornice at top of building (parapet)
- c. Exterior pilasters and columns shall project a minimum of 6 inches beyond building face.
- d. All rooftop mechanical equipment shall be screened by a solid wall from view of the public right-of-way and pedestrian routes.

Response: *Not applicable. These standards are overridden by the Town Center Guidelines.*

2. Retail Storefronts

- a. Ground floor storefront glazing along the primary public façade shall comprise a minimum percentage of the main floor's exterior wall area, as follows: TCC - 80%; TCT & TCS - 50%.
- b. First floor vertical elements such as columns or pilasters shall be provided and spaced center-to-center at a maximum of 25 feet apart.
- c. Doors on the main floor façade facing a street shall contain windows equivalent in size to 50% of door surface area.
- d. Storefront glazing must be transparent. Reflective, tinted, glazed or techniques that obscure more than 20% of glazed surfaces shall be prohibited.
- e. Glazing dimensions shall have a greater height than width.
- f. Storefront glazing with divided lights shall be limited to transom windows only.
- g. All window frames shall be painted.
- h. Awnings shall be constructed of metal, glass or natural canvas fabrics. Vinyl, synthetic fabric, plastic or backlit awnings are prohibited. Signage or lettering on awnings is prohibited.

Response: *Proposed project complies. Ground floor fenestration shall be at least 50% of the wall area. While columns or pilasters are not specifically included, repetition of strong vertical elements exists on the ground floor at a reasonable rhythm. Doors shall be extensively glazed to meet this standard. Glazing will be continuous with minimal opaque interruptions. In general, fenestration is vertically oriented to relate with historic neighborhood architecture.*

3. Commercial Entries

- a. The entry enclosure shall be offset a minimum of 2 feet from the building façade.
- b. Windows and door in exterior wall shall be surrounded with trim of 2-1/2 inches minimum width.
- c. At least 25% of all primary entry doors shall contain transparent glazing.
- d. Unpainted metal frames are prohibited.
- e. Reflective, opaque or tinted glazing is prohibited.

Response: *Proposed project complies.*

4. Residential Entries

- a. Residential doors which face a public right-of-way shall be setback a minimum of 2 feet from a public sidewalk.
- b. The following types of doors shall not provide the primary entrance into a

dwelling unit: sliding glass or solid metal doors without glazing.

- c. Residential stoops, porches or terraces shall be raised no higher than 3 feet above grade at the adjacent right of way.
- d. Residences with entry porches or terraces shall have a minimum area of 60 square feet.
- e. Residential entries shall be no lower than 4 feet below grade measured at adjacent right-of-way.

Response: *Proposed project complies.*

5. Windows

- a. Window openings shall comprise the following minimum portions of the front building facades at the main floor: TCC - 80%; TCS - 30%; TCT - 60%.
- b. Window openings shall comprise the following minimum portions of the front building façade above the main floor: TCC - 30%; TCS - 20%, TCT - 30%.
- c. Clear or transparent glazing is required for windows fronting the public rights-of-way.
- d. Glass shall be recessed a minimum of 1-1/2 inches from the surrounding exterior wall surface.
- e. Spandrel, glass curtain-wall or any window wall glazing that creates an opaque, flat or featureless, or reflective surface shall not be used at ground floor.

Response: *Proposed project complies.*

6. Exterior Walls

- a. Vinyl, plastic or metal siding are prohibited the all Town Center zones.
- b. Synthetic Stucco (EIFS, Dryvit, etc.) insulating cladding materials along the first floor of facades that front public rights-of-way are prohibited.
- c. Flagstone or other stone veneer along the first floor of facades that front public rights-of-way are prohibited.
- d. Simulated or cultured stonework are prohibited for commercial uses.
- e. Wood, asphalt or cement shingles are prohibited at first floor for commercial uses.

Response: *Proposed project complies.*

7. Walls and Fences

- a. Plastic and/or chain-link fences are prohibited in all Town Center zones.
- b. All wood fences shall be painted.

Response: *Proposed project complies.*

D. Building Design Standards for Institutional Development not within the Institutional Zone.

- 1. Building Orientation: Shall comply with standards for commercial development contained in subsection B.1. above.
- 2. Massing and Form. Shall comply with the standards for commercial development contained in subsection B.2. above.
- 3. Design Elements: Shall comply with the standards for commercial development contained in subsection B.3. above with the exception of subsection B.3.b.

4. Town Center Districts: Building design for institutional uses within the Town Center districts are subject to the applicable requirements of subsection C. above. Standards pertaining to retail storefronts and commercial and residential entries shall not apply unless the institutional use is similar to commercial or residential use.
5. Exceptions: The building design standards do not apply to buildings less than 500 square feet.
6. Building design within an Institutional Zone shall comply with the requirements of Section 10.8.885.

Response: *Not applicable.*

LIGHTING STANDARDS

10.8.755 GENERAL PROVISIONS

C. Luminous Standards. Light intensity standards shall be as follows:

1. Outdoor lighting shall be provided in a manner that enhances security, is appropriate for the use, and avoids adverse impacts on surrounding properties. Glare shall not cause illumination on other properties in excess of a measurement of 0.5 foot-candles of light.

Response: *Proposed project will comply.*

2. Street lights shall meet the lighting requirements of the Public Works Director upon consultation with the Light and Power Director.

Response: *Proposed project will comply.*

3. Pedestrian lighting standards:

- a. Lighting for on-site pedestrian circulation system shall be lighted to a minimum level of 0.5 foot-candles, a 1.5 foot-candle average, and a maximum to minimum ratio of seven-to-one to enhance pedestrian safety and allow employees, residents, customers or the public to use the walkways at night.
- b. Pedestrian walkway lighting through parking lots shall be lighted to a 0.5 foot-candle average and a maximum to minimum ratio of ten-to-one to light the walkway and enhance pedestrian safety. Artificial lighting which may be provided shall enhance security, be appropriate for the use, and avoid adverse impacts on surrounding properties and the night sky through appropriate shielding. The lighting shall not cause a measurement in excess of 0.5 foot-candles of light on other properties.

Response: *Proposed project will comply.*

D. Lighting Standards for Multi-Unit Development

1. All exterior dwelling unit entrances and pedestrian walkways shall be lighted.

Response: *Proposed project will comply.*

2. Poles outside of the public right-of-way shall be a maximum of 14 feet in height if the lot is less than 20,000 square feet and 18 feet for lots larger than 20,000 square feet.

Response: *Proposed project will comply.*

3. Concrete light fixture bases taller than 8 inches are prohibited.

Response: *Proposed project will comply.*

4. Area lighting shall be directed downward with no splay of light off the site. Any light source over ten (10) feet high shall incorporate cut-off shield.

Response: *Proposed project will comply.*

5. Plastic signs with internal light source are prohibited.

Response: *Proposed project will comply.*

E. Lighting Standards for Commercial Development

1. Exterior Building Lighting. Building lighting shall be directed downward with no splay of light off the site. Any light source over ten (10) feet high shall incorporate cut-off shield.

Response: *Proposed project will comply, with the exception that building sconces may project light onto R.O.W. sidewalk.*

2. Parking Lot Lighting

- a. Lights shall not obstruct vehicular or pedestrian traffic.
- b. Poles outside of the public right-of-way shall be a maximum of 14 feet in height if the lot is less than 20,000 square feet and 18 feet for lots larger than 20,000 square feet.
- c. Concrete light fixture bases taller than 8" are prohibited.
- d. Lights shall be equipped with cut-off fixture to ensure that light does not spill onto adjacent residential property.

Response: *Proposed project will comply.*

3. Sidewalk and Landscape Lighting

- a. All bollard, wall or stairway lighting shall be directed exclusively downward.
- b. All up-lighting fixtures shall be screened by landscaping or concealed within structures or located below or flush with grade.
- c. No walkway lighting shall exceed 14 feet in height.

Response: *Proposed project will comply.*

4. Sign Lighting

- a. Interior lighted plastic signs are prohibited
- b. Moving or flashing signs are prohibited.

Response: *Proposed project will comply.*

F. Lighting Standards within Town Center Districts

1. Site and Parking Lot Lighting

- a. Poles outside of the public right-of-way shall be a maximum of 14 feet in height in all Town Center zones.
- b. Concrete light fixture bases taller than 8 inches are prohibited.
- c. Area lighting shall be directed downward with no splay of light off the site. Any light source over ten (10) feet high shall incorporate cut-off shield.
- d. Lights shall not blink, flash or change intensity.

Response: *Proposed project will comply.*

2. Sidewalk and Landscape Lighting

- a. Night lighting shall be provided for all sidewalks and front entrances.
- b. Flashing lights, exposed cords, outlets or other electrical devices are prohibited.

Response: *Proposed project will comply.*

3. Sign Lighting

- a. Lighting for signs shall be limited to internal lighting, where the lighting source is inside the sign, or to indirect lighting screened from view, where the light source is located below the sign, and is part of an ornamental feature of the sign structure.
- b. Braces and struts that support indirect lighting from the top of sides of the sign are prohibited.
- c. A lighted sign visible to and located within 100 feet of a residential zone shall be turned off from 10:00 P.M. to sunrise.
- d. Backlighting of vinyl awning signs, interior plastic sign lighting, metal halide, neon or fluorescent tube sign lighting are prohibited.
- e. Signs containing exposed electrical conduit, junction boxes or other electrical components are prohibited.

Response: *Proposed project will comply.*

SIGNS – Not applicable

OTHER DEVELOPMENT REVIEW STANDARDS – Not Applicable

COVENANTS, CONDITIONS AND REQUIREMENTS – Not applicable

FOCUS AREA 1 – TOWN CENTER GUIDELINES SITE – Track 2- Design Guidelines

BUILDING ORIENTATION

[Guideline – Design and construct buildings oriented to a public street right-of-way to create safe, pleasant and active pedestrian environments.](#)

[Description – Development in the town center area should create a well defined, safe, attractive and active pedestrian environment. Zero lot line development should be encouraged in all town center zones, particularly in the Town Center Core. Parking should be behind or to the side of buildings so as to not obstruct pedestrian pathways to the front door of buildings. If buildings are setback from the sidewalk, the area in front of the building should be well landscaped and used as an expanded sidewalk area or a pedestrian plaza.](#)

[Guideline-Track 2 / Item 1](#): Minimize building setbacks from any public street right-of-way. Zero lot line buildings along the public street right-of-way are encouraged to maintain an inviting and continuous storefront presentation.

Response: *Building setback along A Street is limited to approximately between 5'-6" and 6'-8" in order to provide some outdoor private space for ground floor tenants. Other smaller setbacks have been included along A Street to meet Applicant's desired articulation expression.*

Along Pacific Avenue, the commercial space is predominantly set at the property line with exceptions on the corners to allow for doors to open out and not project over the property line. Applicant desires to use this method to express commercial entries. Additionally, Applicant has set back the balance of the Pacific Avenue side of the building in order to provide two distinct urban amenities in the form of a public plaza shouldered by the building on 3 sides and a large rain garden. Applicant feels that these amenities will create a distinct sense of place and enhance the diversity along the street frontage which is of great benefit to residents, visitors, and passersby.

[Guideline-Track 2 / Item 2](#): Design and construct a primary building entrance for each building façade. If a building has frontage on more than one public street, a single building entrance on the corner is acceptable.

Response: *Proposed project complies. Multiple unit entries are proposed along A Street, including a main residential entry and lobby space. Commercial entries are proposed to face Pacific Avenue while multiple unit entries are also proposed beyond.*

[Guideline-Track 2 / Item 3](#): Use the area between the right-of-way and building to create a plaza court, planter area, bicycle parking or another amenity.

Response: *Proposed project complies. Building articulation and setbacks have been utilized to provide individual patios and planters for ground floor units facing A Street. Additionally, the building setback on Pacific Avenue facilitates the inclusion of a plaza space as well as a large rain garden.*

[Guideline-Track 2 / Item 4](#): Main entrance should be oriented to the street.

Response: *Proposed project complies. All main entrances to the building serving either commercial space or the residential lobby face the street. Additionally, many ground floor unit entries also face the street.*

SITE – PEDESTRIAN CONNECTIONS

[Guideline – Develop continuous pedestrian connections that are attractive and convenient.](#)

[Description – The Town Center area must maintain a clear and comfortable separation between vehicles and pedestrians. Where vehicles and pedestrians must share the same space, pedestrian safety and comfort must not be compromised. Sidewalks should be continuous and free of barriers.](#)

[Guideline-Track 2 / Item 1](#): Design and locate buildings and off-street parking within the Town Center to reinforce the district's traditional pedestrian orientation.

Response: *With setbacks described above, buildings are proposed along both streets, articulated in order to reduce the scale of the building to a more human proportion. Parking is proposed on the opposite side of the building, effectively shielded from the R.O.W. by the building itself.*

Guideline-Track 2 / Item 2: Separate walkways from vehicle areas by landscaping, bollards or changes in elevation.

Response: *Proposed project complies. Applicant proposes separating vehicles and pedestrians using wheel stops and, in some cases, curbs.*

Guideline-Track 2 / Item 3: Provide landscaped pedestrian walkways for direct, convenient mid-block connections.

Response: *Not applicable.*

Guideline-Track 2 / Item 4: Separate or screen pedestrians from nuisances, such as mechanical equipment, dumpsters, and loading areas.

Response: *Proposed project will comply.*

Guideline-Track 2 / Item 5: Enclose trash and recycling areas.

Response: *Proposed project complies. A concrete masonry refuse and recycling enclosure is proposed.*

SITE – AMENITIES

Guideline – Protect pedestrians from wind, sun, and rain and provide courtyards or other outdoor spaces to create a comfortable environment for meeting and sitting.

Description – Pedestrians should be protected from the elements, to encourage use of the Town Center during inclement weather. The design of awnings and canopies should be integral and well proportioned to the facades of buildings. Street furniture, such as benches, lamps and landscape planters should be provided.

Guideline-Track 2 / Item 1: Provide weather protection above sidewalks in the form of awnings or other building elements appropriate to the design of the structure.

Response: *Proposed project complies. Steel canopies are proposed adjacent to commercial areas and the main residential entry. Applicant has chosen not to provide covering for public sidewalks adjacent to ground floor residential entries so that loitering is not encouraged in these areas.*

Guideline-Track 2 / Item 2: Canvas fixed or retractable awnings or horizontal metal canopies.

Response: *Proposed project complies.*

Guideline-Track 2 / Item 3: Seating areas near retail establishments.

Response: *Proposed project complies. The commercial space on the southeast corner of the property is designed adjacent to the plaza for this specific purpose.*

Guideline Track 2 / Item 4: Courtyards, squares, forecourts, and plazas with active adjacent ground-floor uses.

Response: *Proposed project complies. A plaza is provided adjacent to the commercial space and is located specifically to activate the corner of the property.*

BUILDING GUIDELINES

BUILDING – FACADES

Guideline – All buildings shall contribute to the storefront character and visual relatedness of town center buildings.

Description – Facades should define a continuous street edge, while adding visual interest and variety for the pedestrian. Building frontages should provide a sense of continuity and enclosure to the street, creating a human-scale "street wall."

Guideline Track 2 / Item 1: Walls that have a comfortable rhythm of bays, columns, pilasters or other articulations.

Response: *Proposed project complies. Proposed building design includes a repetitive window rhythm and bays which cantilever over the ground floor. The building façade has been varied in order to reduce the length of any plane so that the proportions of the façade relate directly with the historic architecture in the neighborhood.*

Guideline Track 2 / Item 2: Facades should be taller than one-story to create a sense of enclosure along the sidewalk.

Response: *Proposed project complies. Proposed building varies between three (3) and four (4) stories tall.*

Guideline Track 2 / Item 3: Architectural elements such as towers, roof parapets.

Response: *Proposed project complies. Project proposes parapet roofs throughout. Additionally, Applicant has chosen to reduce the building height on the corner of the property and add interest such as a large roof deck facing the intersection in order to mark the ground floor commercial.*

Guideline Track 2 / Item 4: Well-detailed cornices of significant proportions to create visual interest and shadow lines.

Response: *Proposed project complies. Project proposes many features, including cornices on some roofs, which provide extensive relief to the building façade and add shadow and visual interest.*

Guideline Track 2 / Item 5: Vertical elements which break up long, monolithic building facades along the street.

Response: *Proposed project complies. Project proposes many features to articulate the building, including varied setbacks, projecting bays, and discontinuous canopies marking specific uses.*

Guideline Track 2 / Item 6: Regularly spaced and similar-shaped windows with window trim on all building stories.

Response: *Proposed project complies. Extensive repetition of window types, sizes, and proportions are proposed by Applicant.*

Guideline-Track 2 / Item 7: Bay windows on second story or higher floor levels.

Response: *Proposed project complies. Many projecting bays are provided.*

Guideline-Track 2 / Item 8: Screen mechanical equipment.

Response: *Proposed project will comply. All applicable mechanical equipment will be located on the roof of the four (4) story building.*

BUILDING – RETAIL STOREFRONTS

Guideline – Storefronts should appear open, inviting and engaging to the passerby.

Description – Retail and other commercial establishments should provide windows and doors offering views in and out of the building so passersby may see activity within buildings.

Guideline-Track 2 / Item 1: Storefront should be designed to encourage a lively streetscape with clear windows, window displays.

Response: *Proposed project complies. In order to provide an inviting architectural experience, Applicant proposes stepping down of the building above the commercial space in order to add interest to the building and mark the corner of the property. Additionally, commercial entries are set back and marked with canopies projecting out to the R.O.W. while extensive fenestration is proposed throughout. All of these features serve to provide an enjoyable experience for the pedestrian while providing a unique visual expression to the visitor and passerby.*

Guideline Track 2 / Item 2: Clerestory or transom windows above storefronts are recommended.

Response: *Proposed project complies. Windows will be above entry doors up to a level of 12'-0" above finish floor. Additionally, in glazed areas between commercial entries, fenestration and support framing is continuous from the floor to 12'-0" above finish floor elevation.*

Guideline-Track 2 / Item 3: Entry ways with multiple doors, windows, architecture details and ornate hardware.

Response: *Proposed project complies.*

Guideline-Track 2 / Item 4: Sliding, overhead or other operable windows for restaurants or other active uses.

Response: *Proposed project does not currently include glass garage doors opening onto the plaza but allows simple inclusion should tenants desire to include them in the future.*

BUILDING – ENTRIES

Guideline – Entryways should be clearly visible and recognizable from the street, and appear open and inviting to the pedestrian.

Description – The primary entry into buildings should be clearly recognized from the street. Additional architectural details, such as sidelights or transoms surrounding doorways are encouraged. Transparency between retail storefronts and the sidewalk is encouraged to create visibility from the street.

Guideline-Track 2 / Item 1: Entryways that project or are recessed from their surrounding building façades.

Response: *Proposed project complies. All building entries recess from the adjacent building wall surface. Additionally, the project includes a plaza adjacent to the commercial space which will serve to provide a unique, easily identifiable entry image for the project.*

Guideline-Track 2 / Item 2: Visible frame or trim detail surrounding the entry.

Response: *Proposed project complies.*

Guideline-Track 2 / Item 3: Transom, sidelights and other detailed window surrounds at the front entry.

Response: *Proposed project complies.*

BUILDING - RESIDENTIAL ENTRIES

Guideline – Residential entries should create an inviting transition between public and private areas.

Description – Residential doors in the town center should provide a well defined transition between the public and private realm. They should convey a sense of privacy while expressing a welcome entryway for those who approach. The design of the door should respond to the level of activity along the street.

Guideline-Track 2 / Item 2: Transom windows and sidelights.

Response: *Proposed project complies.*

Guideline-Track 2 / Item 3: Durable, high quality metal door hardware.

Response: *Proposed project will comply.*

Guideline-Track 2 / Item 5: Entries separated from the street by semi-private transition areas such as porches, terraces, stoops or canopy-covered doorways.

Response: *Proposed project complies. Ground floor units are proposed to include a private patio for each unit.*

BUILDING –WINDOWS

Guideline – Use windows to create an open and inviting atmosphere.

Description – Retail uses should provide windows that create visual interest and encourage people to visit restaurants and shops. Blank walls should be avoided.

Guideline Track 2 / Item 1: The majority of the ground floor building façade should contain windows.

Response: *Proposed project complies on the portions facing A Street and Pacific Avenue. At least 50% of the first floor of the building will be fenestration, adding interest to the pedestrian while creating an open and inviting experience for visitors and passersby.*

Guideline Track 2 / Item 2: Multiple windows should be provided on the front façade above the main floor in a uniform pattern.

Response: *Proposed project complies. Every bedroom and living room for residential units above the main level will have at least one window, further activating the façade and viewer experience.*

Guideline Track 2 / Item 3: Window should be oriented vertically with rectangular shapes.

Response: *Proposed project complies. Windows will be vertically oriented rectangular shapes.*

BUILDING – EXTERIOR WALLS

Guideline – Use materials which are compatible with the character of Forest Grove and create a sense of permanence.

Description – Materials used should be consistent with the existing buildings in the Town Center. Quality wall materials provide a sense of permanence and should be applied to create a sense of substance and mass.

Guideline Track 2 / Item 1: Quality materials such as brick, stone and natural wood.

Response: *Proposed project complies. Applicant proposes brick and lap siding, with aluminum glazing systems on the ground floor.*

Guideline Track 2 / Item 2: Applications which create depth, such as recessed windows and doors.

Response: *Proposed project complies. Extensive articulation is proposed, including projecting bays, recessed entries, canopies, and roof overhangs.*

Guideline Track 2 / Item 7: TCT & TCS: Brick or stone masonry; cement-based stucco; lap siding; board and batten siding; shingles and shakes.

Response: *Proposed project complies. Brick is proposed on the project.*

BUILDING LANDSCAPE -WALLS AND FENCES

Guideline – Site walls and fences should be compatible with the building architecture and reflect the commercial character of the developments.

Description – Walls and fences should be considered integral parts of the building and site, compatible with the overall design.

Guideline Track 2 / Item 1: Site wall and landscaped planter box materials and character should generally match or provide compatibility with the adjoining building materials and historic character.

Response: *Applicant proposes to use metal raised planter boxes with a color to compliment building. Metal Railings with a historic character could be used along the edges of the rain gardens if grades require. Perimeter fence will be 6'-0" tall, with 4"x4" steel posts approximately 6'-0" on center, steel horizontal structure top and bottom, and 1/2" x 1/2" steel pickets at about 4" on center. With landscaping buffer on the inside of this perimeter fence, this highly transparent fence will present a soft, friendly transition to neighboring properties. The refuse and recycling enclosure will be standard painted concrete masonry with fully opaque steel gates for people and equipment access.*

LIGHTING GUIDELINES
LIGHTING – EXTERIOR BUILDING

Guideline – Lighting should be an integral component of the building architecture.

Description – Lighting should be used to highlight the design of buildings while improving visibility of entryways and enhance safety. Lighting should not spill onto neighboring properties or cast glare which will decrease the safety of pedestrians or vehicles.

Guideline-Track 2 / Item 1: Lighting which adds visual interest and highlights aspects of the building.

Response: *Proposed project will comply. Exterior building lighting will be chosen for its compatibility with the building and site design, energy performance, durability, and ease of maintenance.*

Guideline-Track 2 / Item 2: Decorative wall sconce and similar architectural lighting features.

Response: *Proposed project will comply.*

Guideline-Track 2 / Item 3: Lighting fixtures which are integrated with and highlight landscaping.

Response: *Proposed project will comply.*

LIGHTING – PARKING LOT

Guideline – Light should be compatible with downtown streetlights identified in the Public Area Requirements.

Description – Parking lot lighting should be provided for vehicular and pedestrian safety. Lighting should be integrated and compatible with the site and building design.

Guideline-Track 2 / Item 1: Light poles should be dark green or black

Response: *Proposed project will comply.*

Guideline-Track 2 / Item 2: Standards should accommodate banners and hanging flower pots (with drip irrigation systems)

Response: *Applicant will replace streetscape lights in this nature but not in the private realm of the parking lot. With the proposed design, parking lot poles will only be necessary along the interior lot lines, located in landscape islands. The balance of the parking area is covered, either by the building or the carport. Applicant proposes to mount lighting to the underside of structure in these areas, fully integrated with the building design. All fixtures will be chosen for their compatibility with the building and site design, energy performance, durability, and ease of maintenance.*

Guideline-Track 2 / Item 3: Light standards should be located in landscaped areas when possible to protect fixtures from automobile damage.

Response: *Proposed project will comply.*

Guideline-Track 2 / Item 4: Lights should be shorter than two-stories in height.

Response: *Proposed project will comply.*

LIGHTING – SIDEWALK AND LANDSCAPE

Guideline – Lighting should be used to highlight sidewalks, street trees and other landscape features. Landscape lighting is appropriate as a way to provide pedestrian safety.

Description – Lights may be used highlight features within public and private plazas, courtyards, walkways, and other outdoor areas at night to create an active and safe environment.

Guideline-Track 2 / Item 1: Seasonal lights on buildings and trees.

Response: *Proposed project will comply. Project will include electrical receptacles that allow for seasonal lighting to be installed on trees.*

Guideline-Track 2 / Item 2: Foot lighting that illuminate walkways and stairs.

Response: *Proposed project will comply. All fixtures will be chosen for their compatibility with the building and site design, energy performance, durability, and ease of maintenance.*

Guideline-Track 2 / Item 4: Bollard lighting that is directed downwards toward walkways.

Response: *Proposed project will comply.*

LIGHTING – SIGNS – not applicable

SIGN GUIDELINES – not applicable

SIGNS – HANGING OR PROJECTING – not applicable

SIGNS –WINDOW – not applicable

SIGNS – INFORMATION AND DIRECTIONAL – not applicable

10.3.430 TOWN CENTER ZONE DEVELOPMENT STANDARDS

Town Center Zones: Dimensional Requirements STANDARD	TCT	TCS
Floor Area Ratio [1] - Minimum - Maximum	0.75:1 3:1	0.5:1 3:1
Building Height (all parts) - Minimum - Maximum	16 feet 4 stories	16 feet 4 stories
Residential Density[2] - Minimum - Maximum	16.22 units / acre 20.28 units / acre	16.22 units /acre 20.28 units / acre
Front Setback [3] - Minimum - Maximum	0 15 feet	0 15 feet
Side and Rear Setback [4]	0	0
Parking [5]	Exempt	Exempt
Landscaping [6]	5 % of lot	5 % of lot

1. **Building Height:** The building height is 55'.
2. **Density:** The development density is 51 units per acre.
3. **Setbacks – Front:** The setbacks for the development are as follows:
 - a. Minimum: 0 feet
 - b. Maximum: 53 feet
4. **Setbacks – Side and Rear:** The setbacks for the development are as follows:
 - a. Minimum: 0.5 feet
 - b. Maximum: 150 feet
5. **Landscaping:** The proposed landscaping is 8% of lot, excluding the community garden and vegetated roof.

SUMMARY

There is a need for urban form housing in Forest Grove. The approval of this application would contribute significantly to the next phase in the growth of the City. As a catalyst project, this proposed project will deeply respect the history and context of the site while bringing a fresh new example of urban living to a neighborhood greatly needing it.

Tokola Properties and Studio C Architecture respectfully request that this Design Review and Development Agreement application be approved.

DESIGN REVIEW & DEVELOPMENT AGREEMENT
CITY OF FOREST GROVE, OREGON

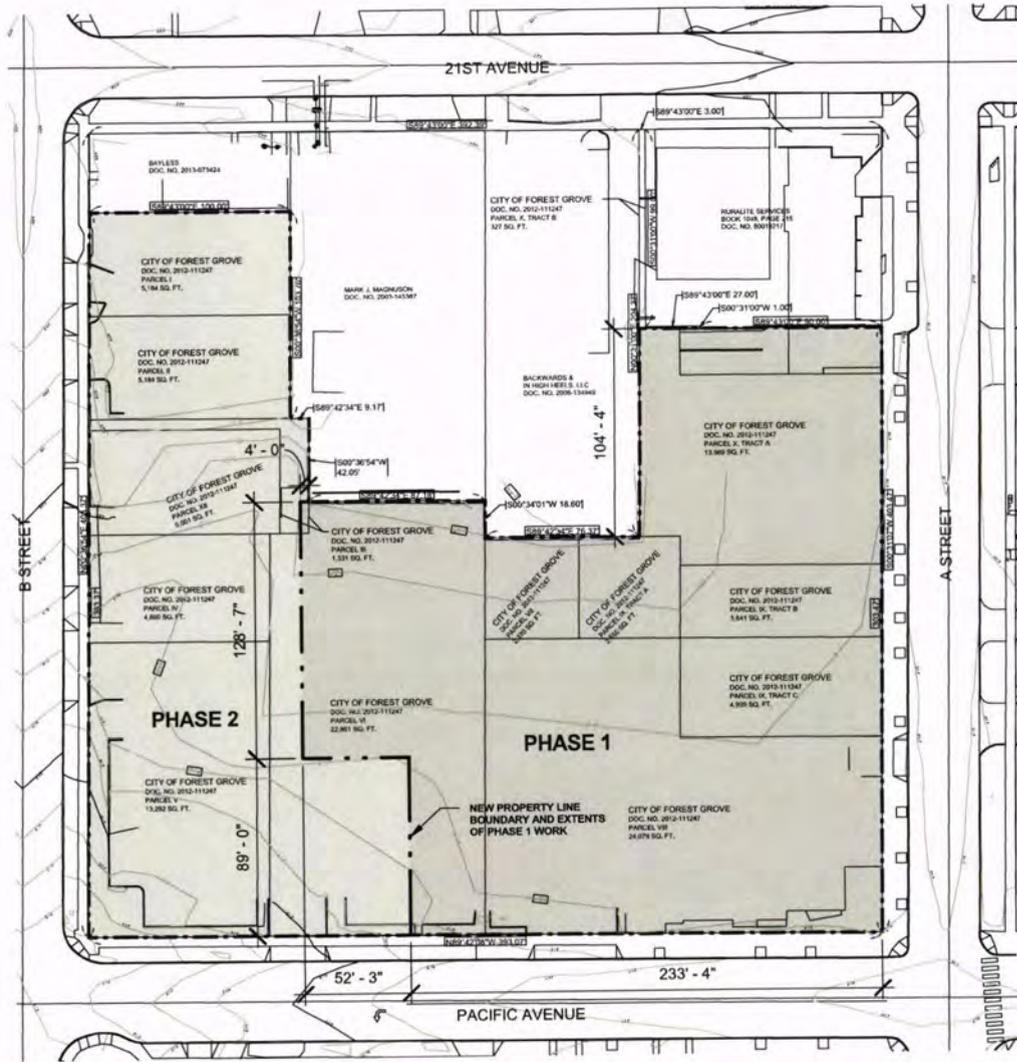
NOVEMBER 20, 2015



FOREST GROVE APARTMENTS
NW CORNER OF PACIFIC AVENUE & A STREET



ATTACHMENT B



SITE AREA

PHASE 1 SITE AREA: 66,485 SF

PHASE 2 SITE AREA: 42,876 SF

TOTAL SITE AREA: 109,361 SF

 **SITE SURVEY**
1" = 30'-0"

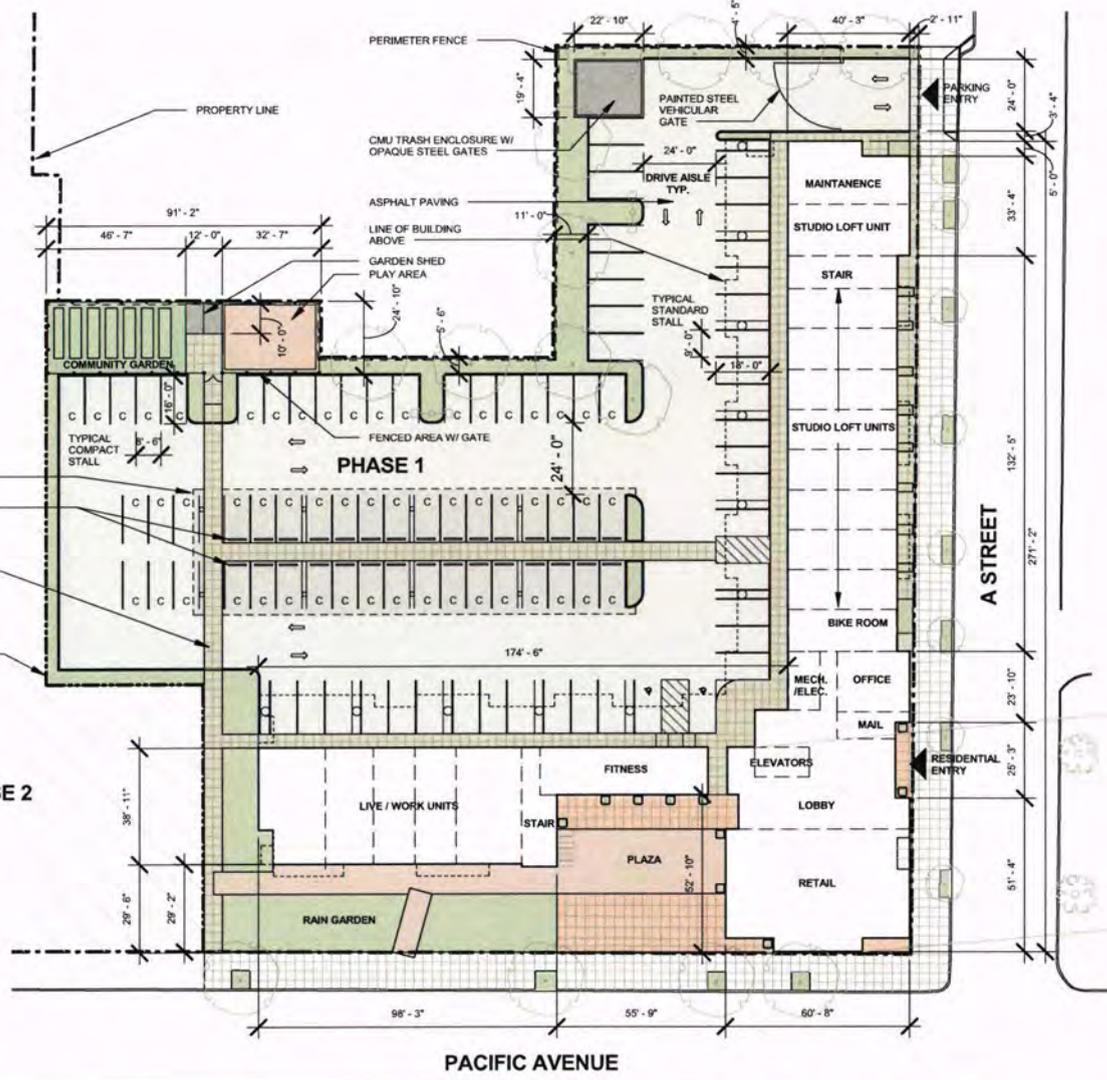


FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON



SHEET
1
11/20/2015



PROJECT SUMMARY

TOTAL SITE AREA: 199,361 SF
 -PHASE 1: 66,485 SF
 -PHASE 2: 42,876 SF

PHASE 1

SITE AREA: 66,590 SF
 -BUILDING FOOTPRINT: 16,230 SF
 -ASHPALT: 32,020 SF
 -PAVERS: 3,010 SF
 -SIDEWALK: 5,870 SF
 -LANDSCAPE: 8,500 SF

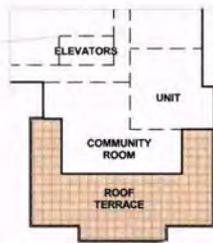
LOT COVERAGE: 27.7% (INCLUDING COVERED PARKING)

BUILDING AREA

-TOTAL BUILDING AREA: 86,550 SF
 -LEVEL 1: 16,230 SF
 -LEVEL 2: 22,600 SF
 -LEVEL 3: 22,600 SF
 -LEVEL 4: 20,650 SF
 -BALCONIES: 2,520 SF
 -4TH LEVEL TERRACE: 1,500 SF

PARKING MIX

-94 TOTAL PARKING STALLS
 -STANDARD: 37
 -COMPACT: 55
 -ACCESSIBLE: 2
 -94 STALLS/78 UNITS = 1.2 STALLS/UNIT PROVIDED



4TH LEVEL ROOF TERRACE



ARCHITECTURAL SITE PLAN

1" = 20'-0"



FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
 FOREST GROVE, OREGON



SHEET
2
 11/20/2015



FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON



SHEET
3
11/20/2015



FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON



SHEET
4
11/20/2015



SE PERSPECTIVE



FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON



SHEET
5
11/20/2015

PLANT LIST		Size	Spacing	Plant Type	Perennial/Tree	Native/Nonnative	"Design" indicator: "T" for tall, "D" for dwarf, "N" for nonnative, "F" for fast growing, "S" for slow growing, "M" for medium growing, "L" for low growing	Good Fall Color	Evergreen	Winter Interest	Shrub Height
Botanical Name	Common Name										
TREES-LARGE CANOPY											
<i>Acer rubrum</i> cultivars	Red Maple	2" ca.	30-40' o.c.	T							
<i>Betula papyrifera</i>	Himalayan White Birch	2" ca.	30-40' o.c.								
<i>Chidrachis laevis</i>	American Yellowwood	2" ca.	30-40' o.c.								
<i>Fraxinus americana</i>	White Ash	2" ca.	30-40' o.c.	T							
<i>Fraxinus excelsior</i> 'Aurea'	European Golden Ash	2" ca.	30-40' o.c.								
<i>Ginkgo biloba</i>	Ginkgo	2" ca.	30-40' o.c.								
<i>Nyssa sylvatica</i>	Black Tupelo	2" ca.	30-40' o.c.								
<i>Pinus strobus</i>	Flowering Pine	2" ca.	30-40' o.c.								
<i>Quercus prinus</i> 'Schoenic'	Forest Green Oak	2" ca.	30-40' o.c.	T							
<i>Ulmus americana</i> cultivars	American Elm	2" ca.	30-40' o.c.								
<i>Zelkova serena</i> 'Valley Green'	Valley Green Zelkova	2" ca.	30-40' o.c.	T							
TREES-SMALL DECIDUOUS											
<i>Acer circinnatum</i>	Vine Maple	1 1/2" ca.	as shown		N						
<i>Cercis canadensis</i>	Redbud	1 1/2" ca.	as shown								
<i>Cornus kousa</i>	Kousa Dogwood	1 1/2" ca.	as shown								
<i>Hippocaulon emarginatum</i>	Seven Sons Tree	1 1/2" ca.	as shown								
<i>Hopgilia cordata</i> 'Royal Star'	Royal Star Hopgilia	1 1/2" ca.	as shown								
<i>Saxifraga paniculata</i>	Japanese Saxifrage	1 1/2" ca.	as shown								
SHRUBS: Tall over 3.5'											
<i>Ceanothus leucanthus</i>	Sagehen Ceanothus	#5	2' o.c.								
<i>Eurospira alba</i> 'Compacta'	Dwarf Winged Eurospira	#5	2' o.c.								
<i>Hamelis mollis</i>	Witch Hazel	#5	2' o.c.								
<i>Hydrangea quercifolia</i>	Oakleaf Hydrangea	#5	2' o.c.								
<i>Ilex crenata</i> 'Compacta'	Compact Japanese Holly	#5	48" o.c.								
<i>Ilex virginica</i> 'Henry's Garnet'	Virginia Sweetgum	#5	48" o.c.								
<i>Osmanthus delavayi</i>	Osmanthus	#5	2' o.c.								
<i>Prunus laurocerasus</i> 'Zabelloni'	Zabell Laurel	#5	48" o.c.								
<i>Rhododendron cultivars</i>	Rhododendrons	#5	48" o.c.								
<i>Sarcococca nandifolia</i>	Sarcococca	#5	48" o.c.								
SHRUBS and FERNS: Low, under 3.5'											
<i>Cornus sericea</i> 'Valley'	Kelley Dogwood	#2	36" o.c.								
<i>Dryopteris erythrosora</i>	Austrian Fern	#2	36" o.c.								
<i>Euonymus japonica</i> 'Microphylla'	Buxford Euonymus	#2	24" o.c.								
<i>Fothergilla galeata</i>	Dwarf Fothergilla	#2	36" o.c.								
<i>Hydrangea 'Pik'</i>	Pik III Hydrangea	#2	36" o.c.								
<i>Ilex crenata</i>	Japanese Holly	#2	24" o.c.								
<i>Loxostema pilosum</i>	Honeysuckle Pine	#2	36" o.c.								
<i>Mahonia aquifolium</i> 'Compacta'	Compact Oregon Grape	#2	36" o.c.		N						
<i>Polystichum montanum</i>	Swordfern	#2	24" o.c.		N						
<i>Prunus laurocerasus</i> 'Ys. Vernon'	Ys. Vernon Laurel	#2	36" o.c.								
<i>Rhododendron cultivars</i>	Rhododendrons	#2	48" o.c.								
<i>Viburnum davidii</i>	David Viburnum	#2	48" o.c.								
GROUNDCOVERS and Vines											
<i>Lilyturf</i>	Lilyturf	#1 cont.	30" o.c.								
<i>Ilex crenata</i> 'Hedley'	Hedley Japanese Holly	#1 cont.	30" o.c.								
<i>Gonolobus lyallii</i>	Brown	#1 cont.	30" o.c.								
<i>Mahonia repens</i>	Creeeping Mahonia	#1 cont.	30" o.c.		N						
<i>Ophiopogon planifolius</i> 'Nigrescens'	Black Mondo Grass	#1 cont.	30" o.c.								
<i>Prunella laurocerasus</i> 'Ys. Vernon'	Ys. Vernon Laurel	#1 cont.	30" o.c.								
<i>Rubus calypsoensis</i>	Brandy	#1 cont.	30" o.c.								
<i>Vaccinium vitis-idaea</i> 'Milux'	Lingonberry	#1 cont.	30" o.c.		N						
ORNAMENTAL GRASSES											
<i>Calamagrostis canadensis</i> stricta cv.	Feather Reed Grass	#1 cont.	30" o.c.								
<i>Heterostachys missouriensis</i>	Melrose Grass	#1 cont.	30" o.c.								
<i>Holcus arundinaceus</i> 'Woodglade'	Tall Purple Moor Grass	#1 cont.	30" o.c.								
<i>Panicum virgatum</i> 'Mona Harms'	Red Switch Grass	#1 cont.	30" o.c.								
<i>Pennisetum ssp. carolinense</i>	Fountain Grass	#1 cont.	30" o.c.								
PERENNIALS and BULBS											
<i>Acauthus spicatus</i>	Spry Bear's Broom	#1 cont.	48" o.c.								
<i>Adiantum x 'Masonblair'</i>	Masonblair Yarrow	#1 cont.	30" o.c.								
<i>Asarum canadense</i>	Wild Ginger	#1 cont.	24" o.c.		N						
<i>Bergenia cordifolia</i>	Heartleaf Bergenia	#1 cont.	24" o.c.								
<i>Comastria sp.</i>	Comastria Lily	#1 cont.	18" o.c.		N						
<i>Echinacea purpurea</i>	Purple Coneflower	#1 cont.	30" o.c.								
<i>Hemerocallis hybrid</i>	Daylily	#1 cont.	30" o.c.								
<i>Iris sibirica</i>	Siberian Iris	#1 cont.	36" o.c.								
<i>Lavandula sp.</i>	Lavender	#1 cont.	36" o.c.								
<i>Liriope muscari</i> 'Big Blue'	Big Blue Lilyturf	#1 cont.	30" o.c.								
<i>Parthenocissis vitacea</i>	Russian Sage	#1 cont.	48" o.c.								
<i>Rudbeckia hirta</i> 'Goldbeum'	Black-eyed Susan	#1 cont.	36" o.c.								
<i>Sedum 'Autumn Joy'</i>	Autumn Joy Sedum	#1 cont.	36" o.c.								



LEGEND

- PROPERTY LINE
- PERIMETER FENCING
- PARKING LOT LIGHT
- PEDESTRIAN SITE LIGHT
- EXISTING TO REMAIN
- CONCRETE PAVING - VEHICULAR
- CONCRETE PAVING - PEDESTRIAN
- CONCRETE PAVING - SPECIAL FINISH
- PLANT BED
- AC PAVING
- STORMWATER FACILITY
- EXISTING TREE TO REMAIN
- NEW TREES
- AREA DRAIN
- DECK DRAIN
- TRENCH DRAIN
- BICYCLE RACKS
- CONCRETE POTS

SITE AREAS **66,485 SF**

OPEN SPACE	11,330 SF
Vegetated Open Space:	6,665 SF
8% of development	
RECREATION SPACE	1,390 SF
Community Garden	750 SF
Play Area	
PARKING AREA	
INTERIOR LANDSCAPING	30,770 SF
Interior Lot Size:	140 SF
<1% Vegetated	
With Vegetated Roof:	6,120 SF
20% Vegetated	
Required Trees	19.2
(1 tree per 1,600 SF)	
Trees provided:	10

PLANTING CONCEPT AND OUTLINE SPECIFICATIONS

Design Concept:
The site is located on the corner of A Street and Pacific Avenue. The planting design will include courtyard, parking lot plantings, and stormwater facility plantings.

Street Trees:
Street tree plantings are required per the Mixed-Use zoning requirements along A Street and Pacific Avenue.

Tree Plantings:
All trees required by Forest Grove Development Code will be minimum 2" caliper at the time of planting.

Stormwater Treatment Facility Plantings:
Stormwater facility landscapes will comply with City of Forest Grove stormwater requirements for the facility types that are selected by design team.

Material Qualities and Specifications:
Plants and trees will be selected from the Plant List to comply with City of Forest Grove requirements and will include deciduous street trees, deciduous accent trees, evergreen shrubs, grasses, and perennials. Native species as well as nonnative species which are adapted to site growing conditions will be used.

Planting Plan:
A complete Planting Plan, related details, and technical specifications will be prepared by Cameron McCarthy Landscape Architecture & Planning and submitted to the City of Forest Grove Public Works for review prior to installation.

IRRIGATION CONCEPT AND OUTLINE SPECIFICATIONS

Design Concept:
The irrigation system is to be designed and constructed to be as efficient in terms of water usage as possible. It will use water-conserving low gallon pop-up spray or rotary heads. All plants and planted areas are to receive irrigation.

General Description:
The irrigation system is to be a fully automatic underground system. A permanent system with 100% head to head coverage will be installed at all tree, shrub and groundcover plantings.

Products:
Main and Lateral Lines:
Class 200 PVC pipe is to be used throughout the project at sizes appropriate to minimize pressure loss due to friction and to maintain velocities of water flows at recommended levels.
Heads:
All sprinkler heads are to be plastic "pop-up" heads. Spray or rotary nozzles are to be used at all new planted areas.
Valves:
All control valves are to be plastic, heavy-duty automatic globe style valves equipped with manual open and close controls. Isolation valves and thrust blocks are to be installed as deemed appropriate in the mainline supply system. Manual drain valves will be installed at all mainline low points.

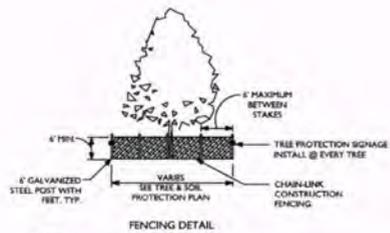
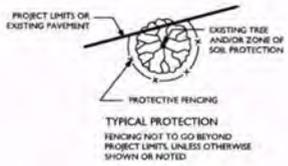


FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON

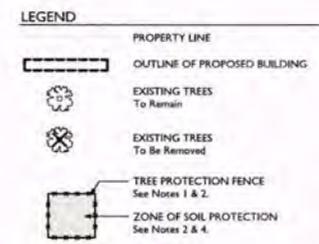
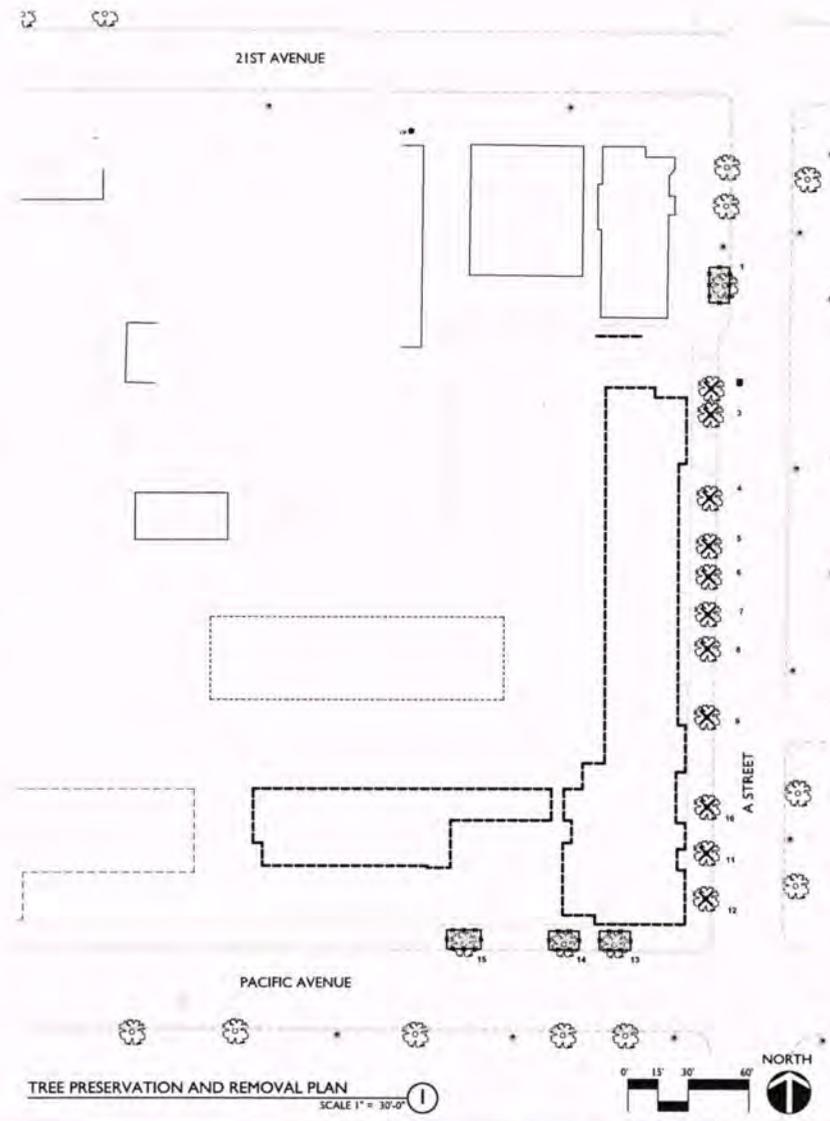


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NOTE
1. Fencing to be installed prior to construction. Fencing to be inspected by Owner's representative prior to any invasive construction activities.

PROTECTIVE FENCING NTS ②



- TREE REMOVAL & PRESERVATION NOTES**
1. Tree Protection Fence - Install fence during initial mobilization at the site and maintain until substantial completion. Fence is 6-foot chain link and secured with rigid galvanized steel posts 6' min length.
 2. Zone of Soil Protection - Boundaries as indicated and directed by the Owner's Authorized Representative. Enclose areas with rigid chain link fencing. Obtain advance written authorization from the Owner's Authorized Representative for removal or modification of fencing. There shall be no work conducted in the enclosed area, no storage, no traffic, nor other activity not previously approved. Within this zone only trench-less boring at pre-authorized depths, "air spade" trenching or hand digging. Cut roots, and protect exposed roots as required.
 3. If roots are encountered and the Architect determines that modification of the work is not practical, notify Owner's Authorized Representative for determination of alternative preservation strategy.
 4. Within Zone of Soil Protection, utility lines, irrigation lines, or other pipes shall be installed by air spade trenching, hand digging, or tunneling under roots, as necessary, to avoid cutting roots 2" and larger.
 5. Watering - Do not allow exposed roots to dry out before permanent backfill is in place: provide temporary earth cover, pack with wet bark mulch, or 4 layers of wet untreated burlap, and temporarily support and protect from damage until roots are permanently relocated and covered with backfill. Water the soil to settle backfill and eliminate voids and air pockets. Water trees if required by Owner's Authorized Representative. Use a slow drip or soaker hose to provide necessary water until completion of project.
 6. See Specifications for additional requirements.

TREE PRESERVATION / REMOVAL TABLE

Plan ID	Common Name	DBH	Condition ¹	Comments	Action
1	Red Maple	3"	5	> 25% deadwood, even canopy, vigorous	protect
2	Japanese Maple	6"	2	25% deadwood, stunted growth, tree in decline	remove
3	Japanese Maple	6"	3	10% deadwood, stunted growth	remove
4	Japanese Maple	6"	3	15% deadwood, tree in decline	remove
5	Japanese Maple	6"	3	10% deadwood	remove
6	Japanese Maple	6"	2	25% deadwood, stunted growth, tree in decline	remove
7	Japanese Maple	6"	3	10% deadwood	remove
8	Japanese Maple	6"	3	15% deadwood	remove
9	Japanese Maple	6"	3	15% deadwood, uneven canopy	remove
10	Japanese Maple	6"	3	10% deadwood, uneven canopy	remove
11	Japanese Maple	6"	3	10% deadwood, uneven canopy	remove
12	Japanese Maple	6"	2	15% deadwood, tree in decline	remove
13	Red Maple	3"	3	suckers	protect
14	Red Maple	3"	3	significant trunk wound on SW side, suckers	protect
15	Red Maple	3"	3	significant trunk wound on SW side, suckers	protect

¹Condition

5 = excellent	perfect form, little to no deadwood, all limbs have good attachments, no sign of decay
4 = good	good form, multi-leader, but with good attachment, 10% or less large deadwood
3 = fair	unbalanced or incomplete crown, tight limb angles, 15-20% larger deadwood
2 = poor	Evidence of some decay, 20-30% larger deadwood, history of being topped
1 = very poor	Structurally unsound, extensive decay, dieback, poor form, unbalanced or greatly reduced crown.

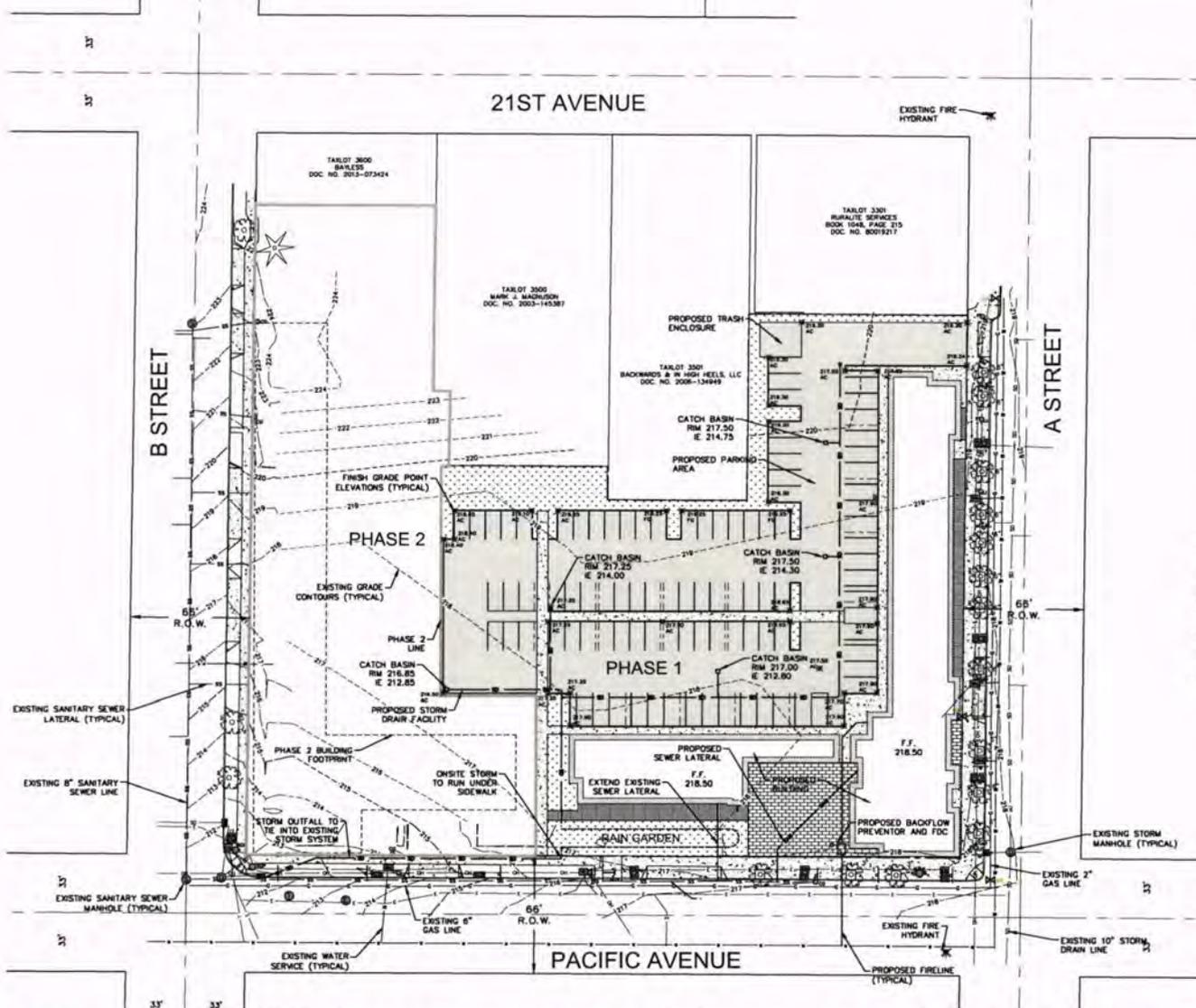


FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON

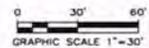


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LEGEND

- EX. SANITARY SEWER MANHOLE
- EX. CLEANOUT
- EX. STORM SEWER MANHOLE
- EX. CATCH BASIN CENTER
- EX. CURB INLET
- EX. WATER VAULT
- EX. WATER METER
- EX. IRRIGATION CONTROL VALVE
- EX. ELECTRIC RISER
- EX. ELECTRIC VAULT
- EX. ELECTRIC BOX
- EX. ELECTRIC METER
- EX. ELECTRIC MANHOLE
- EX. GAS VALVE
- EX. TELEPHONE MANHOLE
- EX. UTILITY POLE
- EX. TRAFFIC SIGNAL BOX
- EX. TRAFFIC SIGNAL POLE
- EX. SIGN
- EX. FLAG POLE
- EX. QTY ANCHOR
- EX. TRASH CAN
- EX. LIGHT POLE
- EX. CONCRETE
- EX. DECIDUOUS TREE
- EX. EVERGREEN TREE
- EX. OVERHEAD LINES
- EX. SANITARY SEWER LINE
- EX. STORM DRAIN LINE
- EX. WATER LINE
- EX. UNDERGROUND POWER
- EX. GAS LINE
- EX. UNDERGROUND TELE-COM
- EX. FENCE AS NOTED
- EX. BUILDING FOOTPRINT LINE
- AC EX. ASPHALT CONCRETE
- CONC. EX. CONCRETE
- HOR EX. HANDCAP RAMP
- DWY EX. DRIVEWAY



FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON

SISUL ENGINEERING
376 PORTLAND AVENUE
GLADSTONE, OREGON 97027
(503) 657-0188
DRAWING: v15-087_BASE.dwg



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MATERIALS PALETTE

EXTERIOR CLADDING



Brick



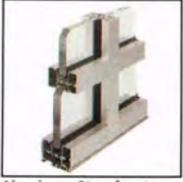
Lap-Siding
Color 1



Lap-Siding
Color 2



Lap-Siding
Color 3



Aluminum Storefront



Vinyl Windows (White)



Painted Steel Door



Steel Canopy



Steel Fence



Steel Entry Gate



Painted Steel Railings

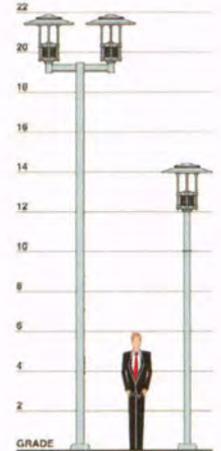
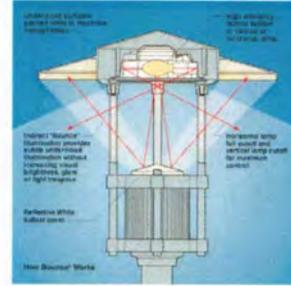


Metal Flashing

PEDESTRIAN AND PARKING LOT LIGHTING

Single luminaire w/ 12' +/- poles at pedestrian areas;
Double Luminaire w/ 20' +/- poles at parking lot

BOUNCE LUMINAIRE BY KIM LIGHTING, INC.
Available as LED or HID
Multiple colors and finishes available (tbd)



PLAZA LIGHT FIXTURE

Intent of this special fixture is to integrate a distinguished element, and reduce the number of poles in the plaza (optimize flexibility),

OLIVIO SISTEMO BY SELUX
Available as LED or HID
Multiple colors and finishes available (tbd)



FOREST GROVE APARTMENTS

NW CORNER OF PACIFIC AVENUE & A STREET
FOREST GROVE, OREGON



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11/20/2015



**Land Use Approval
Staff Report and Recommendation**
Community Development Department, Planning Division

Report Date:	November 30, 2015
Hearing Date:	December 7, 2015
Land Use Request:	Planning Commission approval of a development agreement, site development review and design review for a mixed-use development project comprised of 78-apartment units, approximately 2,500 square feet of commercial space and 94 parking spaces on 1.53 acres located north of Pacific Avenue and west of A Street in downtown Forest Grove.
File Number	311-15-00022-PLNG
Property Location:	1837 Pacific Avenue, 1811 Pacific Avenue, 1817 Pacific Avenue, 2014 A Street, 2022 A Street, 2025 B Street
Legal Description:	1S306BB03400, 1S306BB03800, 1S306BB04200, 1S306BB04300, 1S306BB04301, 1S306BB04400, 1S306BB04500
Owner/Applicants:	Tokola Properties (Applicant)/City of Forest Grove (Owner/Applicant)
Comprehensive Plan Map Designations	Town Center Transition & Town Center Support
Zoning Map Designations	Town Center Transition & Town Center Support
Review Process	Type IV (Legislative)
Applicable Standards and Criteria	City of Forest Grove Development Code: <ul style="list-style-type: none"> ▪ <i>Development Agreement Sec. 10.2.840</i> ▪ <i>Site Plan Review Sec 10.2.400</i> ▪ <i>Design Review 10.2.300</i> ▪ <i>Article 3 (Zoning Districts)</i> ▪ <i>Article 5 (Tree Protection)</i> ▪ <i>Article 8 (General Development Standards)</i> ▪ <i>Design Guideline Handbook</i>
Reviewing Staff	Daniel Riordan, Senior Planner Jon Holan, Community Development Director
Recommendation	Staff recommends the Planning Commission recommend City Council approval of the proposed Development Agreement, site plan and design review application with the conditions noted in this report.

I. BACKGROUND

In 2012, the City purchased approximately 2.5 acres of land in downtown Forest Grove commonly known as the "Times-Litho" site. The Times-Litho Corporation operated a printing company at the site. The printing company ceased operations several years earlier. As a result, the buildings sat vacant and began to deteriorate. The City Council appreciated the opportunity the site provided for a visible catalytic redevelopment project anchoring the west end of downtown Forest Grove and authorized the City to acquire the property.

To achieve the City's objectives for the property the City issued an RFP to solicit development proposals. The RFP was released in 2014. The City received one response from Sycan B Corporation which expressed interest in pursuing a hotel project at the Times-Litho site but later withdrew from further consideration. While the City was working with Sycan B Corporation, Tokola Properties approached the City and expressed interest in pursuing a mixed-use (residential and commercial) development possibly including a hotel at the site. Over the course of several months Tokola refined their development concept based on a market analysis and City objectives for the property. The project concept prepared by Tokola Properties is described in detail in this memo. The project concept is for an initial phase possibly followed by development along the property's B Street frontage.

The City entered into an exclusive negotiating agreement with Tokola Properties in 2015 in order to refine the project concept based on the City's objectives for the property. The negotiating agreement outlined key aspects of the project important to the City including that the project be undertaken by a private developer. Important project elements for the City include a landmark transit-oriented development consisting of a mix of diverse uses, incorporation of a privately constructed plaza area complementing the City's streetscape, private parking with limited visibility from the public right-of-way, and an overall project design that complements and enhances the historic Town Center environment. Other important project elements include incorporation of low-impact design features and site improvements that enhance the building exterior and improve ecological performance. Desirable sustainable elements include construction waste recycling, energy and water efficiency, materials selection and ecologically sound design features. Another important aspect of site design is the desire for public pedestrian connectivity to the site, particularly from 21st Avenue and Pacific Avenues.

Tokola Properties is seeking public assistance to address project funding gaps and to make the project feasible. Any public assistance provided to the project will be addressed by the City through a separate disposition and development agreement (DDA). The DDA will be considered by the City Council acting as the Urban Renewal Agency Board of Directors.

The City entered into negotiations with Tokola Properties in large part due to the firm's demonstrated track record of developing transit-oriented, catalytic projects in town centers. Project examples include the recently completed Fourth and Main Project in downtown Hillsboro and 3rd and Central in downtown Gresham. Also entering into the City's decision to work with Tokola is their business model which includes long term project ownership demonstrating a commitment to project success.

The land use approval for this project involves three elements: 1. Approval of a development agreement, 2. Approval the site development plan and 3. Design review approval. Each aspect of land use approval is discussed below. Development Code Section 10.1.205 allows for consolidated review when more than one land use approval is required. As such under the

provisions of 10.1.205 (Consolidated Review), all the applications can be reviewed at one time. In such cases, the process for the highest numbered procedure will apply to all applications. In this instance, the Development Agreement is a Type IV process requiring approval by the City Council. Thus, all three applications are subject to Council approval.

A development agreement is necessary due to the timing of preparing amendments to the Development Code to implement certain policies of the Forest Grove Comprehensive Plan. The 2014 update to the Comprehensive Plan included adoption of new policies to encourage more intensive residential development in downtown Forest Grove:

- Sustainability Goal 7: Promote interconnected land uses that encourage diverse, accessible, and proximate land uses that promote active living and access to vital services including employment, education and healthy food.
- Economic Development Goal 7: Promote the Forest Grove Town Center as the Focal Point of the Community.
- Economic Development Policy 7.10: Amend development standards to increase minimum development densities in the Town Center to improve the economic investment climate for residential construction and encourage a variety of housing types.
- Economic Development Policy 7.11: Promote investment in urban living infrastructure amenities to enhance livability in the Town Center.
- Urbanization Policy 10: The City of Forest Grove will continue to promote the efficient use of land within the Forest Grove Town Center and any areas designated as transit station communities on the Forest Grove Comprehensive Plan land use map.

To implement Comprehensive Plan policies including those identified above, the City applied for and received a code assistance grant from the Oregon Department of Land Conservation and Development. Grant proceeds were used to retain a consultant with experience preparing development codes for town centers and mixed use areas. Work began in December 2014 and is expected to be completed in April 2016. The proposed code amendments subject to this project include increasing the target density in the Town Center from 20.28 dwellings per net acre to 40 dwellings per net acre and establishing a maximum density of 100 units per net acre provided the project includes certain amenities. Proposed project amenities eligible for the density bonus include bicycle amenities, energy efficiency improvements, use of "green" building materials, incorporating low impact design features for stormwater, space for ground floor retail, residential gardening space, rooftop garden or eco-roof, outdoor plaza, structured parking, LEED certification or other amenity approved by the Planning Commission. The Tokola Project incorporates many of these features as described in this memo.

Another proposed code amendment applicable to this project is establishing minimum off-street parking spaces for residential projects in the Town Center. Currently, no off-street parking is required in the Town Center for any use. A parking analysis for the proposed project is provided below in Section III.

Since the updated Development Code will not be in place until April 2016 a development agreement is necessary to accommodate project density and other design features necessary to achieve the City's redevelopment objectives for the property. Specifically, a development

agreement is necessary since residential density will exceed what is currently allowed under the City's zoning rules.

II. EXISTING CONDITIONS

The project site is located at the western edge of downtown Forest Grove. The image below shows the area around the project site. The area to the east includes the Wells Fargo Bank building and associated parking lot. A city owned parking lot is located between the Wells Fargo ownership the buildings fronting Main Street. The area to the north of 21st Avenue is characterized by older single family detached homes. The area to the west of A Street is also residential and includes smaller apartment buildings and single family homes.

Project Site and Vicinity



The area proposed for development is approximately 1.5 acres in area. This represents about 60% of the City's ownership. The Times-Litho buildings have been demolished and the project site is ready for development as shown on the photo below. The photo also shows the remaining perimeter streetscape elements remain including sidewalk, decorative street lights and street trees. Overhead utility lines exist along the west side of the A Street public right-of-way as indicated by the utility pole near the corner of Pacific Avenue.

Project Site (Looking West along Pacific Avenue)



A two-story office building located at the corner of A Street and 21st Avenue is adjacent to the development site. Other uses along the south side of 21st Avenue adjacent to the development site include the Forest Grove Post Office and a home converted into multiple units and a single family dwelling at the corner of B Street and 21st Avenue. Development along the north side of 21st Avenue is characterized by pre-1940s era single family residential units.

21st Avenue Looking West (North of Project Site)



Development west of B Street is primarily residential with an apartment complex at B Street and Pacific Avenue.

A Street (West of Project Site)



The A Street frontage of the project site is shown below. The image shows the existing overhead power lines, street trees, and decorative street lights. Redevelopment of the project site may encourage development elsewhere in downtown Forest Grove. Prime opportunities include the Wells Fargo and City owned parking lots east of A Street.

A Street (Looking North)



III. PROJECT OVERVIEW

The applicant proposes to construct a mixed-use project including 78-unit apartment units and approximately 2,500 square feet of commercial space. The Development Code defines mixed-use development as "The development of a tract of land, building or structure with a variety of complementary and integrated uses, such as but not limited to, residential, office, manufacturing, retail, public or entertainment, in a compact urban form."

This project includes a variety of apartment types with complementary retail space in a compact urban form. The proposed development will be four stories (55 feet in height). At the corner of Pacific Avenue and A Street the building will have the appearance of three stories to reduce visual impact. The proposed 55 foot building elsewhere is necessary since the project will include "tuck under" parking. This design places parking at ground level underneath part of the building. Tuck under parking is an efficient use of land typically found in urban rather than suburban settings. This type of parking is not anticipated for most properties in the Town Center due to the relatively small size of many parcels.

Proposed apartment types include 5 live-work units along Pacific Avenue, studio loft and flat apartments and one, two and three bedroom units with one or two baths. The live-work units are suitable for professional offices and add the commercial space provided to the project.

Residential units are expected to range in size from 590 square feet for a studio loft to more than 1,200 square feet for a three bedroom/two bath unit.

It is expected studio and live-work units will comprise about 35% of the project with one-bedroom units representing about 25% of the total units. Two-bedroom units will likely make-up about another 30% of the project with the remaining 10% being three-bedroom units.

As noted above, the project will also include approximately 2,500 square foot commercial space. This space is divided between two 1,250 square foot spaces. This space is suitable for emerging businesses looking for a relatively small space in a brick and mortar location. This model has been used with success by Tokola Properties in the 3rd Central project in Gresham.

A 2,900 square foot plaza is proposed on Pacific Avenue side of property near primary entrance. The plaza will be privately constructed and owned with public access. It is expected the plaza will liven the streetscape making the pedestrian experience downtown more enjoyable.

Other project amenities include a community garden space, rooftop community room with an outside deck, ground level children's play area, secure bicycle storage and repair area and an exercise room. Another unique project amenity is the proposed green roof incorporated with the carport covering a portion of the interior parking lot.

The next three sections of this memo address the review criteria for each land use approval action. For this project land use approval includes approval of a development agreement, site plan approval and design review approval.

Traffic Analysis

Development Code Section 10.1.225(D) requires a traffic analysis if a project is expected to generate more than 50 peak hour trips. A traffic analysis for the proposed project is provided below. Based on this analysis it appears to project will not degrade intersection level of service below the City's acceptable level of service of D. Also based on the analysis there is sufficient road capacity to handle expected traffic volumes. An assessment of parking is provided on page 20.

The following traffic assessment was made by staff based on a project of 78 apartment units and 2,500 square feet of retail space. It is based on the ITE Trip Generation – 7th Edition using Land Use Code 221 (low rise apartments) and 932 (high turn-over restaurant). The estimated projected traffic generation is as follows:

	Rate*	Trips	Direction Split		Trips by Direction	
			Exit	Enter	Exit	Enter
Low Rise Apartments (Land Use Code 221)		78 units				
Weekday						
-AM peak	0.51	39.8	80%	20%	31.8	8.0
-PM peak	0.62	48.4	36%	64%	17.4	31.0
-ADT	6.59	514.0	50%	50%	257.0	257.0
Saturday						
-Peak Hour	0.58	45.2	46%	54%	20.8	24.4
-ADT	7.16	558.5	50%	50%	279.2	279.2
Sunday						
-Peak Hour	0.56	43.7	47%	53%	20.5	23.2
-ADT	6.07	473.5	50%	50%	236.7	236.7
*Rate is per occupied dwelling unit assumes all 78 units occupied						

		2500 square feet				
High Turn-Over (Sit-Down) Resturant (Land Use Code 932)						
Weekday						
-AM peak	13.53	33.8	48%	52%	16.2	17.6
-PM peak	18.8	47.0	45%	55%	21.2	25.9
-ADT	127.15	317.9	50%	50%	158.9	158.9
Saturday						
-Peak Hour	20	50.0	37%	63%	18.5	31.5
-ADT	158.37	395.9	50%	50%	198.0	198.0
Sunday						
-Peak Hour	18.46	46.2	45%	55%	20.8	25.4
-ADT	131.84	329.6	50%	50%	164.8	164.8
*Rate is per 1000 square feet of gross leasable area						

Combining the trip generation for each land use, the overall trip generation is as follows:

Combined	Trips	Trips by Direction	
		Exit	Enter
Weekday			
-AM peak	73.6	48.1	25.5
-PM peak	95.4	38.6	56.8
-ADT	831.9	415.9	415.9
Saturday			
-Peak Hour	95.2	39.3	55.9
-ADT	954.4	477.2	477.2
Sunday			
-Peak Hour	89.8	41.3	48.5
-ADT	803.1	401.5	401.5

It is projected that 70% of the trips would be originating from or heading to the east while 30% is from the other direction. Staff anticipates that the bulk of these trips would use Pacific and 19th avenues. It is anticipated that very little, if any, trips would travel northbound due to the lack of attractors in that direction. The two potential attractors, Forest Grove High School and Harvey Clark Elementary, are not considered strong for this project because it is expected that most residents will not have elementary or high school age persons. However, some traffic might use

B Street to travel to either one of these facilities. Other trips heading north would likely either use Thatcher Road or Martin Road which would result in traffic on Pacific and 19th avenues. Applying the above trip count to Pacific and 19th avenues would be as follows:

Combined	Trips	Trips by Direction	
		Exit	Enter
Weekday			
-AM peak	73.6	48.1	25.5
-PM peak	95.4	38.6	56.8
-ADT	831.9	415.9	415.9
Saturday			
-Peak Hour	95.2	39.3	55.9
-ADT	954.4	477.2	477.2
Sunday			
-Peak Hour	89.8	41.3	48.5
-ADT	803.1	401.5	401.5

The following table summarizes the 24 hour and peak hourly traffic levels for the two roadways. These numbers are averages of the traffic counts taken by the City from Wednesday, March 18, 2015 to Sunday, March 22, 2015.

Number of Trips	Average Weekday			Average Weekend		
	Total	AM Peak	PM Peak	Total	AM Peak	PM Peak
Pacific Avenue						
200 feet w. of Filbert - westbound	10,218	696	920	7,927	635	658
19th Avenue						
100 feet e. of Elm Street - eastbound	11,411	779	899	8,846	772	748

These two streets are one way, two lane facilities with parking on both sides and a bike lane. Assuming that trips in either direction would impact these roadways and that the trip amounts on these roads would be about at the same level as at the point where the counts were taken, the additional traffic impacts would be as follows:

Number of Trips with Project	Average Weekday			Average Weekend	
	Total	AM Peak	PM Peak	Total	Peak Hour
Pacific Avenue	10,634	728	971	8,404	709
19th Avenue	11,411	779	899	9,323	816

This analysis does not consider reduced trips due to transit. The site has a bus stop along Pacific Avenue for TriMet Line 57, which is a frequent bus operation. In addition, the site is served by GroveLink, a local bus serve operated by Ride Connection. Further, it does not consider potential reduced traffic generation by potential students which may be tenants. This potential contribution is discounted because of its speculative nature.

Given that the two streets are one-way with two lanes, staff concludes there is sufficient capacity to absorb the additional projected traffic from the development. The traffic related

questions for staff is the impact of the project on intersections at Pacific/A, Pacific/B, 19th/A, and 19th/B.

Intersection level operation information from the 2014 Transportation System Plan is provided below for 2035 PM Peak. The analysis indicates a delay of 14.1 seconds and a Level of Service of B for the intersection.

Forest Grove 2013 TSP Update 19: B St & 19th Ave				Preferred Alternative Plus Added Streets 2035 PM Peak								
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕						↕			↕	
Sign Control		Stop			Stop			Stop			Stop	
Volume (vph)	1	275	3	0	0	0	3	169	190	230	61	1
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	299	3	0	0	0	3	184	207	250	66	1
Direction, Lane #	EB 1	NB 1	SB 1									
Volume Total (vph)	303	393	317									
Volume Left (vph)	1	3	250									
Volume Right (vph)	3	207	1									
Hadj (s)	0.03	-0.28	0.19									
Departure Headway (s)	5.8	5.1	5.6									
Degree Utilization, x	0.49	0.55	0.49									
Capacity (veh/h)	583	674	613									
Control Delay (s)	14.1	14.2	14.0									
Approach Delay (s)	14.1	14.2	14.0									
Approach LOS	B	B	B									
Intersection Summary												
Delay			14.1									
Level of Service			B									
Intersection Capacity Utilization			64.3%		ICU Level of Service					C		
Analysis Period (min)			15									

Data for the B Street at Pacific Avenue intersection is shown below. The analysis indicates that the south bound movement on B Street across Pacific Avenue will experience delays exceeding 72 seconds. Based on this analysis all other movements will experience less than one minute of delay. Volume to capacity ratios are below 1.0 for all movements which indicates the intersection is operating at less than capacity.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (vph)	12	0	264	148	598	97	54	45	0	0	129	11
Ideal Flow (vphpl)	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800
Total Lost time (s)	4.0		4.0	4.0	4.0			4.0			4.0	
Lane Util. Factor	1.00		1.00	1.00	1.00			1.00			1.00	
Frt	1.00		0.85	1.00	0.98			1.00			0.99	
Fit Protected	0.95		1.00	0.95	1.00			0.97			1.00	
Satd. Flow (prot)	1676		1500	1676	1728			1718			1747	
Fit Permitted	0.95		1.00	0.95	1.00			0.97			1.00	
Satd. Flow (perm)	1676		1500	1676	1728			1718			1747	
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	12	0	272	153	616	100	56	46	0	0	133	11
RTOR Reduction (vph)	0	0	253	0	4	0	0	0	0	0	3	0
Lane Group Flow (vph)	12	0	19	153	712	0	0	102	0	0	141	0
Turn Type	Prot		custom	Prot	NA		Split	NA			NA	
Protected Phases	7			3	8		2	2			6	
Permitted Phases			7									
Actuated Green, G (s)	8.5		8.5	77.7	65.2			17.9			12.4	
Effective Green, g (s)	8.5		8.5	77.7	65.2			17.9			12.4	
Actuated g/C Ratio	0.07		0.07	0.65	0.54			0.15			0.10	
Clearance Time (s)	4.0		4.0	4.0	4.0			4.0			4.0	
Vehicle Extension (s)	3.0		3.0	3.0	3.0			3.0			3.0	
Lane Grp Cap (vph)	118		106	1085	938			256			180	
v/s Ratio Prot	0.01			0.09	c0.41			c0.06			c0.08	
v/s Ratio Perm			c0.01									
v/c Ratio	0.10		0.18	0.14	0.76			0.40			0.79	
Uniform Delay, d1	52.2		52.5	8.2	21.3			46.2			52.5	
Progression Factor	1.00		1.00	0.34	0.34			1.00			1.00	
Incremental Delay, d2	0.4		0.8	0.0	4.8			4.6			19.8	
Delay (s)	52.6		53.3	2.8	12.1			50.8			72.1	
Level of Service	D		D	A	B			D			E	
Approach Delay (s)		53.3			10.4			50.8			72.1	
Approach LOS		D			B			D			E	
Intersection Summary												
HCM 2000 Control Delay			28.4			HCM 2000 Level of Service					C	
HCM 2000 Volume to Capacity ratio			0.65									
Actuated Cycle Length (s)			120.0			Sum of lost time (s)				16.0		
Intersection Capacity Utilization			63.0%			ICU Level of Service				B		
Analysis Period (min)			15									
c Critical Lane Group												

IV. Development Agreement Review Criteria

Forest Grove Development Code Section 10.2.800 et. seq. establishes procedures for review and approval of development agreements. The purpose of a development agreement is to implement the goals, policies or programs of the Comprehensive Plan, the requirements of the Development Code, or another City code. Development agreements are also used to implement a condition of an approved land use permit or as necessary for the development of land. Approval of development agreement is necessary for development of the subject property due to the timing of proposed amendments to the Development Code affecting the project. This is similar to the development agreement adopted as part of the Pacific University Master Plan which also preceded amendments to the Development Code.

Development Code Section 10.2.840 establishes review criteria that must be met for approval. The criteria include:

- A. The agreement complies with the requirements of state law (ORS 94.504 to 94.528);
- B. The agreement complies with the intent of the purpose statement (Section 10.2.800);
- C. The agreement furthers the public interest;
- D. The agreement results in development or improvements that would not have a substantial adverse impact on adjacent properties;
- E. The agreement complies with all relevant City codes and requirements; and
- F. The agreement would result in development or improvements that can be accommodated by adequate transportation, police, fire, stormwater, sewer and water services.

Criterion A requires that the approved development agreement complies with the requirements of state law. Under ORS 94.504 a development agreement shall specific:

- a) The duration of the agreement (15 years maximum);
- b) The permitted uses of the property;
- c) The density or intensity of use;
- d) The maximum height and size of proposed structures;
- e) Provisions for reservation or dedication of land for public purposes;
- f) A schedule of fees and charges;
- g) A schedule and procedure for compliance review;
- h) Responsibility for providing infrastructure and services;
- i) The effect on the agreement when changes in regional policy or federal or state law or rules render compliance with the agreement impossible, unlawful, or inconsistent with such laws, rules or policy;
- j) Remedies available to the parties upon a breach of the agreement;
- k) The extent to which the agreement is assignable; and
- l) The effect on the applicability or implementation of the agreement when a city annexes all or part of the property subject to a development agreement.

Several of the items identified above do not apply this development project. This includes item e) and l) since this project does not require the provision for reservation or dedication of land for public purposes and the project is not subject to annexation. The other provisions apply and are addressed below:

- a) The proposed duration of the agreement is three years. This will ensure the Development code amendments are adopted and allow for the agreement to remain in effect until the project is stabilized.
- b) The permitted uses of the property include household living and commercial uses are permitted in the Town Center Transition (TCT) zone. The household living category includes apartments. The Commercial use category includes eating and drinking establishments, indoor entertainment, general retail, and office as permitted uses in the TCT zone.

- c) The proposed density or intensity of use is approximately 55 dwellings per net acre. This exceeds the current permitted density of the TCT zone but is within the density being considered as part of the amendments to the Forest Grove Development Code¹. The proposed amendments, if adopted, would allow for 40 units per net acre outright and up to 100 units per net acre with provision of certain project amenities. Amenities include ground floor retail, energy efficiency, bicycle parking, structured parking, outdoor plaza space, green materials, low impact design, residential gardening, eco-roof, LEED certification and affordable housing. This project includes many of these amenities except for LEED certification and affordable housing as explained in this memo.
- d) The proposed height is four stories (55 feet). The Development Code does not establish a firm height limit but rather establishes a maximum building in the Town Center of four stories. The term "story" is not defined in the Development Code. Story is, however, story is defined by the 2014 Oregon Structural Specialty Code as "That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above." The definition of story on the Structural Specialty Code does not limit a story to a specific height above grade.
- e) This project does not propose reservation or dedication of land for public purpose. Therefore, this criterion is not applicable.
- f) Fees and charges imposed on the development of property are those in effect at time that applications for building permits are filed. These fees and charges may be addressed as part of any agreement for public assistance between the City and Tokola Properties.
- g) Compliance review will be in accordance with standard public agency procedures for review of land use and building permits including procedures established by the State of Oregon Building Codes Division, City of Forest Grove and Clean Water Services.
- h) It is the responsibility of the applicant to provide the services necessary to serve the development in accordance with City or private utility standards. Responsibility for off-site infrastructure improvements shall be identified in the Disposition and Development Agreement (DDA) for conveyance of land owned by the City to the applicant.
- i) If there is a change in federal, regional or state laws or rules that make compliance with development agreement unlawful, then the City and applicant will negotiate in good faith an appropriate amendment to the development agreement to achieve adherence to the spirit and purpose of the development agreement and compliance with such laws.
- j) Under the development agreement the parties will retain all remedies available at law or equity to enforce the development agreement including claims for damages resulting from any breach.
- k) The development agreement is assignable with written mutual agreement between the parties subject to the agreement. Written notice of assignment must be provided to all parties mailed by United States Postal Service via certified mail, return receipt requested.
- l) This development proposal is not subject to annexation. Therefore, this criterion is not applicable.

¹ The proposed Development Code amendments include changing the definition of net density. The current definition is "The number of dwelling units per acre based on the net site acreage, which does not include sidewalks, public right of ways, public and private streets, common driveways, public and private open space areas, and other tracts intended for common use." The recommended revised definition of net density is "The number of dwelling units per acre based on the net site acreage, which does not include rights-of-way through or on the edge of the site, environmentally constrained areas, or land intended for public ownership such as park and open space uses." The significant of this change is explained under Section V (Site Development Review Criteria) in this memo.

In addition to the requirements of ORS 94.504 above, a development agreement must be consistent with local regulations then in place for the city or county unless the development agreement provides otherwise. ORS 94.518 states:

“Unless otherwise provided by the development agreement, the comprehensive plan, zoning ordinances and other rules and policies of the jurisdiction governing permitted uses of land, density and design applicable to the development of the property subject to a development agreement shall be the comprehensive plan and those ordinances, rules and policies of the jurisdiction in effect at the time of approval of the development agreement.”

The need for a development agreement stems from the fact that proposed amendments to the Development Code increasing density will not be adopted until spring 2016. The proposed development is consistent with the development code amendments intended to implement specific policies of the Comprehensive Plan for downtown Forest Grove. These policies are addressed in Section I of this report. Without the development agreement the project would not be able to move forward. Delaying the project will postpone returning the project to the general tax rolls and could increase development costs. As with any development project time is of the essence. Any delay to the project may impact its feasibility and possibly increase the need for public assistance.

V. Site Development Review Criteria

Forest Grove Development Code Section 10.2.400 et. seq. establishes procedures for site development review. The purpose of site development review is to promote the general welfare and enhance the appearance and function of the City by careful attention to site planning. Development Code Section 10.2.450 establishes review criteria that must be met for approval. The criteria include:

- A. The site development plan complies with all applicable standards of the base zoning district, any overlay district, and the applicable general development standards of Article 8.
 - a. The applicable standards are those not addresses through the Development Agreement or Design Guideline Handbook
- B. The site development plan ensures reasonable compatibility with surrounding uses as it relates to the following factors:
 - a. Building mass and scale do not result in substantial visual and privacy impacts to nearby residential properties.
 - b. Proposed structures, parking lots, outdoor use areas or other site improvements that could cause substantial off-site impacts such as noise, glare, and odors are oriented away from nearby residential uses and/or adequately mitigated through other design techniques.
- C. The site development plan preserves or adequately mitigates impacts to unique or distinctive natural features including, but not limited to:
 - i. Significant on-site vegetation and trees
 - ii. Prominent topographic features; and
 - iii. Sensitive natural resource areas such as wetlands, creek corridors and riparian areas.
- D. The site development plan preserves or adequately mitigates impacts to designated historic resources.

- E. The site development plan provides adequate right-of-way and improvements to abutting streets to meet the street standards of the City. This may include, but not be limited to, improvements to the right-of-way, sidewalks, bikeways, and other facilities needed because of anticipated vehicular and pedestrian traffic generation.
- F. The site development plan promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and auto parking spaces, transit facilities and other parts of a site or abutting properties that may attract pedestrians.

A staff assessment of the project proposal complies with the site development criteria are provided below. The applicant's statement is attached to this memo in the submitted project narrative.

Site Development Review Criteria A (10.2.450(A))

Site Development Review Criteria A states:

- A. The site development plan complies with all applicable standards of the base zoning district, any overlay district and the applicable general development standards of Article 8. The applicable standards are those not eligible for departure through a development agreement or the design review process.

The site development does not comply with the density standards applicable to the base zoning district (Town Center Transition (TCT) and Town Center Support (TCS). The maximum density allowed in the TCT and TCS zones is 20.28 dwellings per net acre (Article 3, Table 3-13). Net density is defined in the Development Code as "The number of dwelling units per acre based on the net site acreage, which does not include sidewalks, public rights-of-way, public and private streets, common driveways, public and private open space areas, and other tracts intended for common use." This definition is set-up for calculating net density for a subdivision. Under this definition the internal parking area would be not included as part of the net density calculation. As such, the net density for this project is based on the building footprint of approximately 16,230 square feet or 0.37 acres. With the proposed 78 apartments the net density is 210 units per acre. With the proposed revision to the Development Code the net density calculation would be based on the site area of 66,485 square feet or 1.53 acres. Therefore, the net density is approximately 51 units per net acre. The net density of 51 exceeds the current maximum of 20.28 units per net acre but is well within the range proposed as part of the Development Code amendments being considered by the Planning Commission. The proposed amendments would establish a maximum net density range of 40 to 100 units per net acre based on the design features incorporated into the project. The issue of the proposed density exceeding the current Development Code requirement are addressed through the proposed Development Agreement.

Aside from the proposed density the project complies with the Article 3 requirements for minimum floor area ratio, parking, side and rear yard setbacks and landscaping. The Development Code establishes a minimum floor area ratio of 0.75:1 meaning a one story building must cover at least 75% of the lot area. The maximum floor area ratio is 3:1 meaning that at three story building could cover the entire site. For this project, the proposed building is 4 stories covering about 24% of the lot area. With four stories and approximately 86,550 square feet of building area and site are of 66,590 square feet, the floor area ratio for this project is approximately 1.3 well within the range established in Article 3.

Article 8 Requirements Subject to Site Development Review Criteria A

Article 8 of the Forest Grove Development Code establishes general development standards for access and circulation, clear vision area, open space and common areas, landscaping and screening, off-street parking and loading, lighting, and signs.

10.8.100 (Access and Circulation)

Development Code Section 10.8.100 establishes standards for safe and efficient vehicle access and egress on a site and for general circulation within a site, including pedestrian circulation. Section 10.8.100 also addresses project elements such as required driveway widths, distance curb cuts must be from street intersection and minimum distance between individual curb cuts.

Under Section 10.8.100 the minimum driveway width for multifamily uses is 15 feet and the maximum is 36 feet within Town Center zones. The width of the proposed driveway for the project is 24 feet which is within the required minimum and maximum.

The Development Code also addresses the location of driveway curb cuts relative to street intersections. For a local street, such as A Street, a driveway curb cut must be at least 20 feet from a street intersection. The proposed driveway for the project is more than 20 feet from the A Street/21st Avenue intersection. No other curb cuts are proposed along A Street. No curb cuts are proposed along Pacific Avenue.

10.8.150 (Clear Vision Area)

The purpose of the clear vision area is to ensure proper sight distances at intersections including driveways to reduce the hazard from vehicular turning movements. A clear vision area is not required in the Town Center. Given the potential for possible vehicle and pedestrian conflicts due to vehicles leaving the project staff a condition of approval is proposed to alert pedestrians of vehicles.

Condition of Approval: 10.8.150 (Clear Vision Area) Install a pedestrian alert signal (with light and sound) sufficient to alert pedestrians, at the sidewalk, of vehicles leaving the site's interior parking area.

10.8.200 (Open Space and Common Areas)

The purpose of this section is to establish standards for the provision of open space and recreational facilities and common areas. This section is generally applicable to land divisions. Common and private open space requirements for multifamily projects are addressed under Development Code Section 10.8.205(D). Under this provision all multifamily projects with more than 20 units must provide a minimum of 870 square feet of recreation space with a minimum dimension of 20 feet. The recreation space must include a children's play area.

To address the open space and common area requirements the applicant proposes to include a community garden, children's play area, plaza and open deck area on the fourth floor. The community garden is approximately 1,000 square feet, the children's play area is approximately 600 square feet and the plaza is approximately 2,900 square feet. Not including the fourth floor deck the recreation and common open space totals 4,500 square

feet well in excess of that required by Development Code Section 10.8.205(D). The applicant did not provide floor plan details showing the configuration of the fourth floor open deck area.

In addition the common areas noted above, the applicant proposes to construct a rain garden adjacent to the Pacific Avenue right-of-way. The proposed rain garden is 19 feet by 110 feet. As such, the rain garden provides an additional 9,900 square feet of open space.

Under the development code, multifamily projects must all provide individual private open space directly accessible from the dwelling unit. Patios and balconies must be at least 48 square feet with a minimum of 4 feet unless a departure is approved through the design review process. The applicant did not initially provide floor plan details showing the amount of private open space provided. Therefore, staff was unable to determine whether the private open space standard is met.

10.8.400 (Landscaping, Screening and Buffering)

This section of the Development Code establishes standards for landscaping, buffering and screening of land use within Forest Grove in order to enhance the aesthetic and environmental quality of the City. This is achieved through requiring street trees in new development, use of plant materials as a unifying design element, use of plant materials to define spaces, and using trees and other landscape materials to mitigate the effects of noise and lack of privacy and provide buffering and screening.

Parking Lot Landscaping

Under Development Code Section 10.8.415(E)(3), at least 8% of the interior parking lot area shall be landscaped. The applicant proposes an innovative approach to addressing the parking lot landscaping requirement. The applicant proposes a "green roof" over the carport canopy in the interior parking lot. The carport canopy is 145 feet by 41 feet. This amounts to 5,945 square feet. The amount of asphalt for the parking area is approximately 32,020 square feet. With the amount of landscaping provided by the green roof represents about 18.6% of the parking area. In addition to the green roof, the site plan shows seven landscaped areas along the perimeter of the parking lot. This standard is met.

The Development Code requires the installation of 1 tree or shrub for every 1,600 square feet of interior parking lot area. This equates to approximately 1 tree for every 6 spaces. Under this standard, this project requires the installation of 15 trees along the perimeter of the parking lot. The site plan shows 10 trees distributed along the perimeter of the parking lot.

The Town Center Design Guidelines do not provide for departure from the parking lot tree requirement. An administrative adjustment is possible which provides a 20% reduction (3 trees). The 20% reduction results in the need for a total of 12 perimeter parking lot trees. Therefore, a condition of approval is proposed that the applicant install a minimum 12 trees along the parking lot perimeter.

Based on the tree perimeter and other parking lot requirements contained in the Development Code, the following conditions of approval area proposed.

- Condition of Approval: A minimum of 12 trees, measuring at least 2" caliper, are required along the perimeter of the interior parking area. At least two trees shall be planted along the perimeter of the parking area south of the community garden area.
- Condition of Approval: It shall be the continuing obligation of the property owner to maintain required landscaped areas free of weeds and noxious vegetation. The minimum required amount of landscape materials shall be maintained.
- Condition of Approval: The ground in all required landscaped areas must be properly prepared with suitable soil and fertilizer. Specifications shall be submitted to the City prior to issuance of building permits showing that adequate preparation of the top soil and sub-soil will be undertaken prior to planting to support the long-term viability of the plantings.
- Condition of Approval: Installation of landscaping shall be done in accordance with Development Code Section 10.8.410(C). Landscaping shall be protected from vehicular damage by some form of wheel guard or curb.

General Landscaping Requirements

The Development Code (10.8.415(D)) requires a 5-foot landscaped strip between the common lot line and the off-street parking area or other vehicular use area. The site plan shows a five foot landscape strip along all common lot lines and the off-street parking or other vehicle use area. This requirement is met and no condition of approval is proposed.

10.8.425 (Buffering and Screening Standards)

This section of the code establishes standards to promote privacy and to reduce the adverse impacts of visual or noise pollution. Only utilities, screening, sidewalks and bikeways, and landscaping may occupy a buffer area.

Standards from this code section applicable to this application include standards for fences and screening refuse containers. Under the Development Code (10.8.425(B)(7)) fences must be constructed of any material commonly used in the construction of fences such as wood, stone, rock, or brick, or otherwise acceptable by the Director. The applicant did not provide detail pertaining to the design of fences. Therefore, a condition of approval is recommended that the applicant provide fence design details demonstrating compliance with 10.8.425 for approval by the Community Development Director:

- Condition of Approval: The applicant shall provide fence design specifications demonstrating compliance with Development Code Section 10.8.425(B)(7) for approval by the Community Development Director.

Section 10.8.425(C)(3) requires that any refuse container or refuse collection area visible from a public street, parking lot, residential or commercial area be screened or enclosed from view by placement of a solid wood fence, masonry wall or evergreen hedge. The refuse collection areas must be accessible for collection vehicles.

The applicant proposes to provide a refuse and recycling collection area totaling approximately 400 square feet. The collection area would be constructed with CMU masonry block with a corrugated metal roof. The roof will provide adequate screening from residences above.

Under code section 10.8.140(A)(4) refuse collection areas must not be located within 20 feet of the public right-of-way. The location of the proposed refuse collection area is approximately 90 feet from the A Street right-of-way. Therefore, this standard is met.

Development Code Section 10.7.200 et. seq. also addresses solid waste and recycling storage. These standards ensure that new construction incorporates functional and adequate space for on-site storage and efficient collection of solid waste and recycling prior to pick up and removal by haulers. The standards apply to new multifamily residential buildings containing 3 or more units.

Under Code Section 10.7.205(A), multifamily projects with more than 10 units must provide 50 square feet of storage area plus 5 square feet for each unit above 10. For this project the requirement is a minimum of 390 square feet. The applicant proposes to provide 400 square feet. Therefore, this standard is met for the residential units.

Section 10.7.205(A) requires 10 square feet of storage space for each 1,000 square feet of gross retail floor area and 4 square feet for each 1,000 square feet of office space. Therefore, this project must provide a minimum of 20 square feet of storage space for the retail uses and additional space for the residential leasing/property management office if comingled or separate. Therefore, a condition of approval is recommended to ensure adequate refuse and recycling area for non-residential activities:

- Condition of Approval: Prior to building permit issuance the applicant must show on construction plans the location and amount of space for refuse collection and recycling for non-residential uses. The area for non-residential refuse collection and recycling in addition to the 390 square feet required for residential use.

Development Code Section 10.7.200(B)(7) states the storage area shall be accessible for collection vehicles and located so that the storage area will not obstruct pedestrian or vehicle movement on the site or on public streets adjacent to the site. As shown on the site plan, the collection area is located approximately 90 feet from the public right-of-way near the perimeter of the site. The location is accessible for collection vehicles and the storage area does not obstruct pedestrian or vehicle movement on the site or on public streets adjacent to the site. Access to the collection area does not require that vehicles back out of a driveway onto a public street in conformance with Code Section 10.7.205(D)(3).

Development Code Section 10.7.200(D)(2) states storage areas shall be designed such that there is a minimum 10 feet of horizontal clearance and 8 feet of vertical clearance if the storage area is covered. To ensure compliance two conditions of approval are recommended:

- Condition of Approval: Refuse storage and recycling collection areas shall be design so that there is a minimum 10 feet of horizontal clearance and 8 feet of vertical clearance to accommodate collection vehicles.
- Condition of Approval: Prior to issuance of building permits, the applicant shall show on construction documents material specifications for the refuse/recycling area enclosure. The enclosure must be designed for access by refuse/recycling collection vehicles as required by Waste Management Corporation.

10.8.500 (Off-Street Parking and Loading)

The proposed project also complies with the parking requirements of Article 8. Under Article 8 (Table 8-5) no parking is required for residential or commercial uses in the Forest Grove Town Center. The applicant proposes 94 secure parking stalls serving the 78 apartment units. For illustrative purposes a comparison with the project proposal and current multifamily parking for projects outside the Town Center is provided. Information is also provided below showing the amount parking that would be required for this project if the proposed Development Code amendment related to residential parking in the Town Center is adopted.

Under the Table 8-5 a multifamily development outside of the Town Center is required to provide parking at the following minimum amounts:

Parking Analysis

<u>Unit Type</u>	<u>Current Code Outside Town Center</u>	<u>Amended Code</u>
Dwelling Unit <500 sf	1.0 space/dwelling	0.5 space/unit
1 Bedroom Unit	1.25 spaces/dwelling	0.75 space/unit
2 Bedroom Unit	1.50 spaces/dwelling	1.25 space/unit
3 Bedroom Unit	1.75 spaces/dwelling	1.75 space/unit

The final unit configuration has not been determined by the applicant. In order to assess the parking spaces that would be required if this project were constructed outside the Town Center staff used the following assumptions using the expected unit mix for the project. Information is provided based on the current code requirement and proposed code amendment.

Current Multifamily Parking Requirement (Outside Town Center)

Studio	21 units x 1.0 space = 21 spaces
1 Bedroom	26 units x 1.25 spaces = 32.5 spaces
2 Bedroom	23 units x 1.5 spaces = 34.5 spaces
3 Bedroom	8 units x 1.75 spaces = 14 spaces

Total: 101.5 spaces² (applicant proposal 94 spaces)

Proposed Code Amendment for Parking (Inside Town Center)

Studio	21 units x 0.5 spaces = 10.5 spaces
1 Bedroom	26 units x 0.75 spaces = 19.5 spaces
2 Bedroom	23 units x 1.25 spaces = 28.75 spaces
3 Bedroom	8 units x 1.75 spaces = 14 spaces

Total: 72.75 spaces (applicant proposal 94 spaces)

² It should be noted, this amount of parking does not reflect reductions allowed by the code due to proximity to transit or other factors.

The analysis above shows the proposed parking for the project falls between what would be required for a typical apartment complex outside the Town Center and the minimum parking proposed for the Town Center as part of the proposed code amendments.

The analysis above only considers the residential portion of the project. It is assumed parking for commercial uses would be accommodated on-street, within one of the public parking lots or within a private parking area through a joint use agreement as allowed by the Development Code.

To ensure compliance with the Code, the following conditions of approval area proposed:

- Condition of Approval: Identify visitor parking on site plan.
- Condition of Approval: Off-street parking shall be improved with an asphalt surface to specifications approved by the Building Official.
- Condition of Approval: All parking spaces shall be marked using permanent paint.
- Condition of Approval: All interior drives and access aisles shall be marked as to direction of traffic flow to maintain vehicular and pedestrian safety.
- Condition of Approval: Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicles turning and maneuvering based on the standards shown in Development Code Figures 8-6 and 8-7.
- Condition of Approval: Parking space along the boundaries of the parking lot or adjacent to interior landscaped areas or pedestrian pathways shall be provided with a wheel stop at least four inches high located 1.5 feet back from the front of the parking stall as defined in Figure 8-6.
- Condition of Approval: Designate one parking stall for residential loading and unloading near a building entrance.
- Condition of Approval: Off street-parking and loading areas shall provide stormwater drainage in accordance approved by the City Engineer. Off-street parking and loading areas shall be drained so there is no flow of water across public sidewalks.

Along Pacific Avenue the project exceeds the maximum front setback of 15 feet to accommodate the proposed rain garden and plaza area. The maximum proposed setback is approximately 29 feet to accommodate the rain garden and 52 feet to accommodate the plaza. A departure from this standard is permissible through the design review process as requested by the applicant.

10.8.700 (Building Design and Development Standards)

This section of the code provides standards for new buildings constructed in the City to help provide compatibility with surrounding neighborhoods and that safe, functional working and living environments are created. These standards apply to all multifamily and commercial projects and all projects within Town Center zoning districts. Departures from the standards are permitted under the design review process. Specific departures applicable to this project are addressed in Section VI of this memo (Design Review Criteria).

Development Code Section 10.8.700 addresses the following design elements:

- A. Building Design Standards for Multi-Unit Development
 - a. Massing and Form
 - b. Compatibility
 - c. Privacy
 - d. Building Relationship to Arterial Street
- B. Building Design Standards for Commercial Development
 - a. Building Orientation
 - b. Massing and Form
 - c. Design Elements
 - d. Compatibility
 - e. Safety
- C. Building Design Standards within Town Center Districts
 - a. Building Form
 - i. All new buildings shall be a minimum two stories or a minimum of 24 feet
 - ii. All flat roofed buildings shall have a decorative cornice
 - iii. Exterior pilasters and columns shall project a minimum 6 inches beyond the building face
 - iv. All rooftop mechanical equipment shall be screened by a solid wall from view of the public right-of-way
 - v. Retail storefronts
 - vi. Commercial entries
 - vii. Residential entries
 - viii. Windows
 - ix. Exterior Walls
 - x. Walls and Fences

A. Building Design Standards for Multi-Unit Development

Under this section of the Code, no building shall have a dimension greater than 150 feet without a minimum 3 feet off-set of the exterior wall. Dwelling units shall be offset from the next dwelling unit by at least four feet in depth. All habitable rooms shall incorporate at least one window when facing parking lots and common areas. The site plan shows two buildings. One oriented to A Street and the other oriented to Pacific Avenue. The building along A Street is approximately 271 feet. Articulation is provided, however, the project as designed does not strictly adhere to the proscriptive standard and a departure is required through the design review process. The building along Pacific Avenue is approximately 156 feet. The project as designed does not strictly adhere to the prospective standard and a departure is required through the design review process as explained in Section VI below.

All buildings shall incorporate a porch or architecturally defined entry space for each ground level dwelling unit with a minimum area of 16 square feet per dwelling unit with no dimension less than four feet. Common entrances shall not serve more than four dwelling units. The project as designed uses rain gardens/planter areas to define entry space for each ground level dwelling unit. However, the area defining the entry is approximately 4 feet by 3 feet or 12 square feet. Since the area provided is less than 16 square feet the project does not comply with the prospective standard. Therefore, a departure must be approved through the design review process.

Buildings shall be setback at least 10 feet from arterials. Buildings shall be oriented away from arterials and no front or main entries shall be facing arterials. This is a suburban standard not applicable to a downtown location. Project does not comply with this proscriptive standard. Therefore, a departure must be approved through the design review process.

C. Building Design Standards within Town Center Districts

This section addresses building form. The Development Code stipulates that all new structures shall be a minimum of two stories in height or 24 feet measured at the front elevation to top of parapet or eave line of lowest point of façade. The project as proposed is four stories with a height of 55 feet. Therefore, the design complies with this standard.

Retail Storefronts

Requirement: Ground floor glazing Town Center Transition 50% minimum. The project provides 100% glazing where the commercial space is located. Project complies with standard.

Requirement: All window frames shall be painted. Project proposes aluminum storefront windows. Therefore, departure is required under the design review process. Awnings shall be constructed of metal, glass, or natural canvas fabrics. Signage or lettering on awnings is prohibited. Where awnings are provided the applicant proposes steel. Therefore, the project complies with this standard.

Commercial Entries

The Development Code establishes standards for the design of commercial entries. The applicant did not provide floorplans or specifications in sufficient detail to determine if this standard is met or a design review departure is required. Thus the following condition of approval is proposed:

- Condition of Approval: Prior to issuance of building permits the applicant shall provide construction details for design of commercial entries meeting the requirements of Development Code Section 10.8.700(C)

Residential Entries

The Development Code establishes standards for the design of residential entries. Under the Development Code residential doors which face a public right-of-way must be setback a minimum two feet from a public sidewalk. Based on the site plan residential entries are setback approximately three feet. Therefore it appears this standard is met.

The Development Code also requires that residential entry porches have a minimum area of 60 square feet. This appears to be a suburban standard atypical of traditional town center development. The proposed residential entries shown on the site plan appear to be approximately 12 square feet. Therefore, a departure through the design review process is required for project approval as described under Section VI below.

Also with respect to residential entries the Development Code requires that residential entries be no lower than four feet below grade measured adjacent to the right-of-way. All proposed residential entries are at grade so this standard is met.

Windows

Under the Development Code window openings shall comprise the following minimum portions of the front building facades at the main floor: Town Center Support (30%) and Town Center Transition (60%). To ensure compliance with this requirement the following condition of approval is proposed.

- Condition of Approval: Prior to issuance of building permits, provide construction drawings for windows in sufficient detail to demonstrate compliance with Development Code Section 10.8.700(C).

Exterior Walls

The Development Code restricts permissible exterior building materials in the Town Center. Vinyl, plastic or metal siding are prohibited. Synthetic Stucco is also prohibited. In addition, flagstone or other stone veneer along the first floor of facades that front public rights-of-way are prohibited. The applicant not proposing to use any of the prohibited materials. The materials palette submitted by the applicant indicates use of brick and lap siding. It appears this standard is met.

Walls and Fences

The Development Code prohibits the use of plastic or chain link as fencing materials in all Town Center zones. The applicant has not provided fencing detail. However, to staff's knowledge the applicant will not use plastic or chain link. The Development Code requires that all wood fences shall be painted. To staff's knowledge the applicant is not proposing wood fences. The following condition is proposed as advisory to the applicant since it is required by the Code:

- Condition of Approval: Plastic and/or chain link fences are prohibited in the Town Center. Wood fences shall be painted in compliance with Development Code Section 10.8.710(D)(7)(b).

10.8.750 (Lighting Standards)

The applicant did not submit lighting specifications for review. The applicant must provide lighting specifications for City review and approval prior to issuance of building permits. A public hearing with the Planning Commission is required if the applicant requests a departure from any prospective lighting standard. The applicant has provided lighting detail as part of their submittal. The lighting detail is shown on Plan Sheet 8 attached to this memo.

10.8.800 (Signs)

The applicant did not submit sign specifications for review. The applicant must provide sign specifications for City review and approval prior to issuance of building permits. A public hearing with the Planning Commission is required if the applicant requests a departure from any prospective sign standard. To ensure compliance with this requirement the following condition of approval is proposed:

- Condition of Approval: The applicant must provide sign specifications for City review and approval prior to issuance of building permits including specifications for address signage meeting Fire Department requirements.

Site Development Review Standard B (10.2.450(B))

Site Development Review Standard B requires:

The site development plan ensures reasonable compatibility with surrounding uses as it relates to the following factors:

- a. Building mass and scale do not result in substantial visual and privacy impacts to nearby residential properties.
- b. Proposed structures, parking lots, outdoor use areas or other site improvements that could cause substantial off-site impacts such as noise, glare, and odors are oriented away from nearby residential uses and/or adequately mitigated through other design techniques.

The proposed development is reflective of an urban scale. The maximum proposed building height is four stories or 55 feet and complies with the scale envisioned for the Town Center. Although the proposed project would be the tallest building in downtown Forest Grove, due to its location the building mass and scale will not result in substantial visual and privacy impacts to residential properties. The proposed buildings are not adjacent to existing residential properties.

Site Development Review Standard C (10.2.450(C))

The site development plan preserves or adequately mitigates impacts to unique or distinctive natural features including, but not limited to:

- i. Significant on-site vegetation and trees
- ii. Prominent topographic features; and
- iii. Sensitive natural resource areas such as wetlands, creek corridors and riparian areas

The project site is located in downtown Forest Grove and was previously developed for industrial uses. As such, there are no unique or distinctive natural features on site. Therefore, this standard is not applicable.

Site Development Review Standard D (10.2.450(D))

This standard specifies that the site development plan preserves or adequately mitigates impacts to designated historic resources. There are no impacted historic resources. Therefore, this review standard is not applicable.

Site Development Review Standard E (10.2.450(E))

The site development plan provides adequate right-of-way and improvements to abutting streets to meet the street standards of the City. This may include, but not be limited to, improvements to the right-of-way, sidewalks, bikeways, and other facilities needed because of anticipated vehicular and pedestrian traffic generation. The site is located in the Forest Grove Town Center and right-of-way dedication is not required to meet City standards. An assessment of traffic impacts has been prepared and is attached to this memo. Based on the traffic assessment there is sufficient capacity to handle potential increased traffic generated by 78 apartment units and 2,500 square feet of retail space.

Site Development Review Standard F (10.2.450(F))

The site development plan promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and auto parking spaces, transit facilities and other parts of a site or abutting properties that may attract pedestrians. Based on the site plan, the plan promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and auto parking spaces, transit facilities and other parts of the site that may attract pedestrians. This finding is based on the proposed pedestrian pathways shown on the site plan, location of buildings entrances in close proximity to sidewalks and the location of the plaza area adjacent to the public right-of-way and near the current location for the bus stop for Tri-Met Line 57. A defined internal pedestrian circulation system is shown on the site plan providing a direct connection between the parking area and buildings. A pedestrian pathway is also shown connecting the Pacific Avenue right-of-way and the internal parking lot. A pathway is also provided along the Pacific Avenue building frontage connecting the western portion of the project site with the plaza area. The pedestrian pathways shown on the site plan are a minimum five feet in width which is consistent with the typical City sidewalk standard. For these reasons this standard is met.

VI. Design Review Criteria

Projects subject to design review by the Director (Type II) or Design Review (Type III) shall be evaluated based on the following:

- A. The development standards of the applicable zoning district and any overlay district;
 - a. Applicable development standards are those not subject to departure through the Design Guideline review process.
- B. The general standards of Article 8
- C. Departures from code requirements may be permitted as part of a Track 2 Design Review Process, when the following criteria are met:
 - a. The design guidelines contained in the applicable section of the Design Guideline Handbook are adequately addressed.
 - b. The applicant demonstrates that the overall development would result in a development that better meets the intent of the design guidelines than a design that simply meets the Code.

Design Guidelines: Town Center Focus Area

Design Guidelines are highlighted in yellow. The design guideline is followed by the applicant's response and staff analysis.

Guideline Site – Building Orientation: Design and construct buildings oriented to a public street right-of-way to create safe, pleasant and active pedestrian environments. Development in the town center area should create a well-defined, safe, attractive and active pedestrian environment. Zero lot line development should be encouraged in all town center zones, particularly the town center core. Parking should be behind or to the side of buildings, so as to not obstruct pedestrian pathways to the front door of buildings. If buildings are setback from the sidewalk, the area in front of the building should be well landscaped and used as an expanded sidewalk area or a pedestrian plaza.

Applicant Response

Building setback along A Street is limited to approximately between 5'-6" and 6'-8" in order to provide some outdoor private space for ground floor tenants. Other smaller setbacks have been included along A Street to meet Applicant's desired articulation expression.

Along Pacific Avenue, the commercial space is predominantly set at the property line with exceptions on the corners to allow for doors to open out and not project over the property line. Applicant desires to use this method to express commercial entries. Additionally, Applicant has set back the balance of the Pacific Avenue side of the building in order to provide two distinct urban amenities in the form of a plaza shouldered by the building on 3 sides and a large rain garden. Applicant feels that these amenities will create a distinct sense of place and enhance the diversity along the street frontage which is of great benefit to residents, visitors, and passersby.

Track 2 / Item 2: Design and construct a primary building entrance for each building façade. If a building has frontage on more than one public street, a single building entrance on the corner is acceptable.

Proposed project complies. Multiple unit entries are proposed along A Street, including a main residential entry and lobby space. Commercial entries are proposed to face Pacific Avenue while multiple unit entries are also proposed beyond.

Track 2 / Item 3: Use the area between the right-of-way and building to create a plaza court, planter area, bicycle parking or another amenity.

Proposed project complies. Building articulation and setbacks have been utilized to provide individual patios and planters for ground floor units facing A Street. Additionally, the building setback on Pacific Avenue facilitates the inclusion of a plaza space as well as a large rain garden.

Track 2 / Item 4: Main entrance should be oriented to the street.

Proposed project complies. All main entrances to the building serving either commercial space or the residential lobby face the street. Additionally, many ground floor unit entries also face the street.

Staff Analysis

Staff agrees with the applicant that the proposed buildings along both property frontages are oriented to the public street right-of-way. The proposed building along A Street is placed either at property line or setback slightly to accommodate residential building entrances and rain gardens. This design creates a pleasant pedestrian environment by "breaking-up" the façade and including at-grade landscaped elements.

Although the building along Pacific Avenue is setback from the public right-of-way the building is oriented toward the street. The building setback is proposed to accommodate a 2,900 square foot public plaza near the primary building entrance and commercial space. The proposed setback also accommodates a rain garden and pathway. These features promote a pleasant and active pedestrian environment.

To ensure compliance with the intent of this guideline, staff proposes the following conditions of approval:

- Condition of Approval: The project shall substantially conform to the site plan dated November 20, 2015. The Pacific Frontage shall include a public plaza located adjacent to the primary building entrance and commercial space. The public plaza shall be no less than 2,900 square feet.
- Condition of Approval: The publicly accessed plaza shall include seating approved by the Forest Grove Community Development Director prior to issuance of building permits.
- Condition of Approval: The Pacific Avenue street frontage design shall include a rain garden in the general location as shown on the site plan dated November 5, 2015. The design of the rain garden shall be approved by the Forest Grove Community Development Director prior to issuance of building permits.
- Condition of Approval: Construct a hardscape pedestrian pathway between the building and rain garden adjacent to the Pacific Avenue right-of-way. Pathway materials shall be approved by the Community Development Director prior to issuance of building permits.

Guideline Site – Pedestrian Connection: Develop continuous pedestrian connections that are attractive and convenient. The Town Center must maintain a clear and comfortable separation between vehicles and pedestrians. Where vehicles and pedestrians share the same space, pedestrian safety and comfort must not be compromised. Sidewalks should be continuous and free of barriers.

Applicant Response

With setbacks described above, buildings are proposed along both streets, articulated in order to reduce the scale of the building to a more human proportion. Parking is proposed on the opposite side of the building, effectively shielded from the R.O.W. by the building itself.

Track 2 / Item 2: Separate walkways from vehicle areas by landscaping, bollards or changes in elevation.

Proposed project complies. Applicant proposes separating vehicles and pedestrians using wheel stops and, in some cases, curbs.

Track 2 / Item 3: Provide landscaped pedestrian walkways for direct, convenient mid-block connections.

Not applicable.

Track 2 / Item 4: Separate or screen pedestrians from nuisances, such as mechanical equipment, dumpsters, and loading areas.

Proposed project will comply.

Track 2 / Item 5: Enclose trash and recycling areas.

Proposed project complies. A concrete masonry refuse and recycling enclosure is proposed.

Staff Analysis:

The project is designed with buildings placed at or near the public street right-of-way. As such, the design reflects the traditional pedestrian orientation of the Town Center. The project as proposed provides for a clear and comfortable separation between vehicles and pedestrians since the parking area is located behind buildings. Both vehicles and pedestrians will interact in the interior parking lot. To meet the intent of the pedestrian connection design guideline the site plan shows pedestrian pathways serving parking spaces. Proposed conditions of approval are as follows:

- Condition of Approval: Clearly pedestrian pathways serving the interior parking lot with pavers or striping. Extend the east-west pedestrian pathway through the parking lot the western property line to provide a possible connection to future development fronting B Street.
- Condition of Approval: Enclose trash and recycling areas. Design shall be meet Article 8 requirements.
- Condition of Approval: Provide a marked pedestrian pathway from the sidewalk adjacent to the A Street building to the trash enclosure.

Guideline Site – Amenities: Protect pedestrians from wind, sun, and rain and provide courtyards or other outdoor spaces to create a comfortable environment for meeting and sitting. Pedestrians should be protected from the elements, to encourage use of the Town Center during inclement weather. The design of awnings and canopies should be integral and well-proportioned to the facades of buildings. Street furniture, such as benches, lamps and landscape planters should be provided.

Applicant Response:

Proposed project complies. Steel canopies are proposed adjacent to commercial areas and the main residential entry. Applicant has chosen not to provide covering for public sidewalks adjacent to ground floor residential entries so that loitering is not encouraged in these areas.

Track 2 / Item 2: Canvas fixed or retractable awnings or horizontal metal canopies.

Proposed project complies.

Track 2 / Item 3: Seating areas near retail establishments.

Proposed project complies. The commercial space on the southeast corner of the property is designed adjacent to the plaza for this specific purpose.

Track 2 / Item 4: Courtyards, squares, forecourts, and plazas with active adjacent ground-floor uses.

Proposed project complies. A plaza is provided adjacent to the commercial space and is located specifically to activate the corner of the property.

Staff Analysis:

As proposed, the project includes weather protection at the A Street residential entry (approximately 25 feet). The second story is designed to project 4 feet over the individual residential entrances. The overhang does not extend over the sidewalk except at the primary building entry. The amount of weather protection provided over the sidewalk is 10% of the building frontage.

Guideline Buildings – Facades: All buildings shall contribute to the storefront character and visual relatedness of town center buildings. Facades should define a continuous street edge, while adding visual interest and variety for the pedestrian. Building frontages should provide a sense of continuity and enclosure to the street, creating a human-scale “street wall.”

Applicant Response

Track 2 / Item 1: Walls that have a comfortable rhythm of bays, columns, pilasters or other articulations.

Proposed project complies. Proposed building design includes a repetitive window rhythm and bays which cantilever over the ground floor. The building façade has been varied in order to reduce the length of any plane so that the proportions of the façade relate directly with the historic architecture in the neighborhood.

Track 2 / Item 2: Facades should be taller than one-story to create a sense of enclosure along the sidewalk.

Proposed project complies. Proposed building varies between three (3) and four (4) stories tall.

Track 2 / Item 3: Architectural elements such as towers, roof parapets.

Proposed project complies. Project proposes parapet roofs throughout. Additionally, Applicant has chosen to reduce the building height on the corner of the property and add interest such as a large roof deck facing the intersection in order to mark the ground floor commercial.

Track 2 / Item 4: Well-detailed cornices of significant proportions to create visual interest and shadow lines.

Proposed project complies. Project proposes many features, including cornices on some roofs, which provide extensive relief to the building façade and add shadow and visual interest.

Track 2 / Item 5: Vertical elements which break up long, monolithic building facades along the street.

Proposed project complies. Project proposes many features to articulate the building, including varied setbacks, projecting bays, and discontinuous canopies marking specific uses.

Track 2 / Item 6: Regularly spaced and similar-shaped windows with window trim on all building stories.

Proposed project complies. Extensive repetition of window types, sizes, and proportions are proposed by Applicant.

Track 2 / Item 7: Bay windows on second story or higher floor levels.

Proposed project complies. Many projecting bays are provided.

Track 2 / Item 8: Screen mechanical equipment.

Proposed project will comply. All applicable mechanical equipment will be located on the roof of the four (4) story building.

Staff Analysis

The Tokola Project reflects a contemporary design with subtle queues reflecting the historic feel of Downtown Forest Grove. Such queues include the flat roof, dark brown brick, vertical windows throughout the project, transom windows along the east (A Street) elevation and storefront windows along Pacific Avenue and at the primary A Street building entrance.

The height of the proposed building is four stories (approximately 55 feet). This is the result of the proposed “tuck under” parking. There are 31 parking spaces tucked under the proposed buildings. The tuck under parking is approximately one-third of the overall proposed parking and represents an efficient use of the development site.

In terms of context, the proposed building will be the tallest in downtown Forest Grove. There are two three story buildings in downtown Forest Grove including the building at the northwest corner of Pacific Avenue and Main Street, Bank of the West Building on Pacific Avenue. There are also several three story buildings located on the Pacific University campus. Although the proposed building would be the tallest in downtown Forest Grove the Pacific University Master Plan allows for a maximum building height of 50 feet at the eave or dominant parapet. The Tokola project is consistent with the building height allowed on the Pacific University campus. The design of the building takes advantage of the building height by incorporating a rooftop deck at the Pacific Avenue/B Street intersection.

To mitigate the perceived building height the project design incorporates use of building articulation including architectural features such as offsets, balconies, color, and streetscape features most notably rain gardens. Vertical windows are used to break-up the building face. To ensure compliance with the intent of this design guideline the following conditions of approval are proposed:

- Condition of Approval: The façade design shall be substantially consistent with perspective drawings dated November 20, 2015 and the accompanying material palette.
- Condition of Approval: All rooftop mechanical equipment shall be screened by a solid wall from view of the public right-of-way and pedestrian routes.

Guideline Building – Retail Storefronts: Storefronts should appear open, inviting, and engaging to the passerby. Retail and other commercial establishments should provide windows and doors offering views in and out of the building so passerby may see activity within buildings.

Applicant Response

Track 2 / Item 1: Storefront should be designed to encourage a lively streetscape with clear windows, window displays.

Proposed project complies. In order to provide an inviting architectural experience, Applicant proposes stepping down of the building above the commercial space in order to add interest to the building and mark the corner of the property. Additionally, commercial entries are set back and marked with canopies projecting out to the R.O.W. while extensive fenestration is proposed throughout. All of these features serve to provide an enjoyable experience for the pedestrian while providing a unique visual expression to the visitor and passerby.

Track 2 / Item 2: Clerestory or transom windows above storefronts are recommended.

Proposed project complies. Windows will be above entry doors up to a level of 12'-0" above finish floor. Additionally, in glazed areas between commercial entries, fenestration and support framing is continuous from the floor to 12'-0" above finish floor elevation.

Track 2 / Item 3: Entry ways with multiple doors, windows, architecture details and ornate hardware.

Proposed project complies.

Track 2 / Item 4: Sliding, overhead or other operable windows for restaurants or other active uses.

Proposed project does not currently include glass garage doors opening onto the plaza but allows simple inclusion should tenants desire to include them in the future.

Staff Analysis

The project incorporates approximately 2,500 square feet of retail area divided among two spaces. Retail storefront is shown on the perspective drawings. The retail space is complemented by the adjacent plaza on Pacific Avenue contributing to an inviting, engaging and active space.

Example of Aluminum Storefront



Guideline Building – Entries: Entryways should be clearly visible and recognizable from the street, and appear open and inviting to the pedestrian. The primary entry into buildings should be clearly recognized from the street. Additional architectural details, such as sidelights or transoms surrounding doorways are encouraged. Transparency between retail storefronts and the sidewalk is encouraged to create visibility from the street.

Applicant Response

Track 2 / Item 1: Entryways that project or are recessed from their surrounding building façades.

Proposed project complies. All building entries recess from the adjacent building wall surface. Additionally, the project includes a plaza adjacent to the commercial space which will serve to provide a unique, easily identifiable entry image for the project.

Track 2 / Item 2: Visible frame or trim detail surrounding the entry.

Proposed project complies.

Track 2 / Item 3: Transom, sidelights and other detailed window surrounds at the front entry.

Proposed project complies.

Staff Analysis

As proposed, building entrances are clearly visible and recognizable as shown on the perspective drawings. The primary building entrance on A Street is reinforced with a steel awning. In addition to the primary building entrance, each ground level residential unit has an individual entryway visible from the sidewalk.

Guideline Building – Residential Entries: Residential entries should create an inviting transition between public and private areas. Residential doors in the town center should provide a well-defined transition between the public and private realm. They should convey a sense of privacy while expressing a welcome entryway for those who approach. The design of the door should respond to the level of activity along the street.

Applicant Response

Proposed project complies.

Track 2 / Item 3: Durable, high quality metal door hardware.

Proposed project will comply.

Track 2 / Item 5: Entries separated from the street by semi-private transition areas such as porches, terraces, stoops or canopy-covered doorways.

Proposed project complies. Ground floor units are proposed to include a private patio for each unit.

Staff Analysis

Transition space is provided between public and private areas. The transition area between public and private space along A Street is reinforced with the presence of rain gardens which appear to look similar to planter boxes.

Building – Windows: Use windows to create an open and inviting atmosphere. Retail uses should provide windows that create visual interest and encourage people to visit restaurants and shops. Blank walls should be avoided.

Guideline Building – Exterior Walls: Use materials which are compatible with the character of Forest Grove and create a sense of permanence. Materials should be consistent with the existing buildings in the Town Center. Quality wall materials provide a sense of permanence and should be applied to create a sense of substance and mass.

Applicant Response

Track 2 / Item 1: Quality materials such as brick, stone and natural wood.

Proposed project complies. Applicant proposes brick and lap siding, with aluminum glazing systems on the ground floor.

Track 2 / Item 2: Applications which create depth, such as recessed windows and doors.

Proposed project complies. Extensive articulation is proposed, including projecting bays, recessed entries, canopies, and roof overhangs.

Track 2 / Item 7: TCT & TCS: Brick or stone masonry; cement-based stucco; lap siding; board and batten siding; shingles and shakes.

Proposed project complies. Brick is proposed on the project.

Staff Analysis

The applicant proposes a combination of brick and lap siding. Brick is a quality material which provides a sense of permanence, substance and mass. The use of dark brown brick is characteristic of buildings found in the Forest Grove Town Center and Pacific University campus.

Guideline Building Landscape – Walls and Fences: Site walls and fences should be compatible with the buildings architecture and reflect the commercial character of the development. Walls and fences should be considered integral parts of building and site, compatible with the overall design.

Applicant Response

Track 2 / Item 1: Site wall and landscaped planter box materials and character should generally match or provide compatibility with the adjoining building materials and historic character.

Applicant proposes to use metal raised planter boxes with a color to compliment building. . Perimeter fence will be 6'-0" tall, with 4"x4" steel posts approximately 6'-0" on center, steel horizontal structure top and bottom, and 1/2" x 1/2" steel pickets at about 4" on center. With landscaping buffer on the inside of this perimeter fence, this highly transparent fence will present a soft, friendly transition to neighboring properties. The refuse and recycling enclosure will be standard painted concrete masonry with fully opaque steel gates for people and equipment access.

Staff Analysis

As described by the applicant, the proposed walls and fences appear to be compatible with the building architecture. The applicant proposes uses steel posts and pickets for fencing. The use of steel as fencing material is compatible with the proposed steel for awnings as an exterior building element. Fencing detail is provided on Plan Sheet 8 attached to this memo.

Guideline Lighting – Exterior Building: Lighting should be an integral component of the building architecture. Lighting should be used to highlight the design of buildings while improving visibility of entryways and enhance safety. Lighting should not spill onto neighboring properties or cast glare which will decrease the safety of pedestrian and vehicles.

Applicant Response

Proposed project will comply. Exterior building lighting will be chosen for its compatibility with the building and site design, energy performance, durability, and ease of maintenance.

Track 2 / Item 2: Decorative wall sconce and similar architectural lighting features.

Proposed project will comply.

Track 2 / Item 3: Lighting fixtures which are integrated with and highlight landscaping.

Proposed project will comply.

Staff Analysis

General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed. This condition of approval is the same as recommended for Development Code Standard 10.8.750 (Lighting Standards) described previously:

- Prior to issuance of building permits the applicant must provide lighting specifications for City review and approval.

Guideline Lighting – Parking Lot: Light should be compatible with downtown street lights identified in the Public Area Requirements. Parking lot lighting should be provided for vehicular and pedestrian safety. Lighting should be integrated and compatible with the site and building design.

Applicant Response

Track 2 / Item 1: Light poles should be dark green or black

Proposed project will comply.

Track 2 / Item 2: Standards should accommodate banners and hanging flower pots (with drip irrigation systems)

Applicant will replace streetscape lights in this nature but not in the private realm of the parking lot. With the proposed design, parking lot poles will only be necessary along the interior lot lines, located in landscape islands. The balance of the parking area is covered, either by the building or the carport. Applicant proposes to mount lighting to the underside of structure in these areas, fully integrated with the building design. All fixtures will be chosen for their compatibility with the building and site design, energy performance, durability, and ease of maintenance.

Track 2 / Item 3: Light standards should be located in landscaped areas when possible to protect fixtures from automobile damage.

Proposed project will comply.

Track 2 / Item 4: Lights should be shorter than two-stories in height.

Proposed project will comply.

Staff Analysis

General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed. This condition of approval is the same as recommended for Development Code Standard 10.8.750 (Lighting Standards) described previously:

- Prior to issuance of building permits the applicant must provide lighting specifications for City review and approval.

Guideline Lighting – Sidewalk and Landscape: Lighting should be used to highlight sidewalks, street trees and other landscape features. Landscape lighting is appropriate as a way to provide pedestrian safety. Lights may be used to highlight features within public and private plazas, courtyards, walkways and other outdoor areas at night to create an active and safe environment.

Applicant Response

Track 2 / Item 1: Seasonal lights on buildings and trees.

Proposed project will comply. Project will include electrical receptacles that allow for seasonal lighting to be installed on trees.

Track 2 / Item 2: Foot lighting that illuminate walkways and stairs.

Proposed project will comply. All fixtures will be chosen for their compatibility with the building and site design, energy performance, durability, and ease of maintenance.

Track 2 / Item 4: Bollard lighting that is directed downwards toward walkways.

Proposed project will comply.

Staff Analysis

General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed. This condition of

approval is the same as recommended for Development Code Standard 10.8.750 (Lighting Standards) described previously:

- Prior to issuance of building permits the applicant must provide lighting specifications for City review and approval.

Guideline Lighting – Signs: Sign lighting should be designed as an integral component of the building and sign composition. The lighting of signs should be considered a part of the building architecture and site design and should be used to create visual interest.

Applicant Response

Not applicable

Staff Analysis

General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed. This condition of approval is the same as recommended for Development Code Standard 10.8.750 (Lighting Standards) described previously:

- Prior to issuance of building permits the applicant must provide lighting specifications for City review and approval.

Guideline Signs – Wall: Signs should not overwhelm the building or any special architectural features. Signage in the town center should communicate information to potential customers while enhancing the building architecture and overall streetscape. Signs should not render the building a backdrop for advertising or building identification.

Applicant Response

Not Applicable

Staff Analysis

Guideline Signs – Hanging or Projecting: Hanging signs should be oriented to the pedestrian and highly visible from the sidewalk. Signs should not overwhelm the streetscape and should be complementary to the building architecture and any awnings canopies, lighting and street furniture.

Applicant Response

Not Applicable

Staff Analysis

An example of signage meeting the applicable design guideline is shown below.

Sign Example



To ensure compliance with this design guideline the following condition of approval is proposed:

- Condition of Approval: Prior to issuance of building permits the applicant must provide sign specifications for any hanging or projecting signs for City review and approval.

Guideline Signs – Window: Window signs should identify building or tenant use without obstructing views through windows. Window signs should not be used to advertise specific products or services, but should simply identify the name or nature of the business operation. Window signs should be oriented to the pedestrian on the adjacent sidewalk. Large signs or large lettering intended to attract attention from passing vehicles is not appropriate.

Applicant Response

Not Applicable

Staff Analysis

To ensure compliance with this design guideline the following condition of approval is proposed:

- Condition of Approval: Prior to issuance of building permits the applicant must provide sign specifications for any window signs for City review and approval.

Guideline Signage – Informational and Directional: Directional signs should be small and dimensions, logically located and should not be used for advertising. Signs should be consistent throughout the project and fabricated from the same materials with a consistent colors and graphics. The materials used should be compatible with adjacent architectural design.

Applicant Response

Not Applicable

Staff Analysis

To ensure compliance with this design guideline the following condition of approval is proposed:

- Condition of Approval: Prior to issuance of building permits the applicant must provide sign specifications for any information and directional signs for City review and approval.

Guideline Signs – Temporary – Signs which identify a short-term use or activity should be consistent with the design character of the surrounding architecture. Small portable temporary signs (e.g. sandwich boards) should be used when businesses are open and located in close proximity to the related business. Signs should not obstruct pedestrian access or conflict with the visual quality and character of the town center.

Applicant Response

Not Applicable

Staff Analysis

Staff concurs with the applicant that this design guidelines is not applicable at this time.

VII OTHER PROPOSED CONDITIONS OF APPROVAL

As part of the development review process the Community Development Department routes land use applications to other City Departments for comment. Land use applications are routed to the City's Building Division, Engineering Division, Light and Power Department, Fire Department, Police Department and Public Works Department.

The Building Division requested that final construction documents show the location of ADA compliant spaces on the parking plan.

The Engineering Division had the following proposed conditions of approval:

- Improve the current sidewalk ramp on Pacific Avenue to current ADA standards.
- Extend the public storm system for connection and that the applicant
- Provide a storm water report documenting Clean Water Services design and construction requirements.
- Replace the sanitary sewer main with a manhole connection.

Finally the Engineering Division noted the project must adhere to applicable construction standards and requirements. This and the items listed above will be addressed further through the separate disposition and development agreement for City approval.

The Fire Department identified the following conditions of approval:

- Provide the Fire Department with your plan for addressing these buildings, we will need to approve this, as well as any signage that goes up showing the building address.
- Update fire hydrants that serve this site to current city standards of 3 hose connection points, with a 4" storz type thread connection on the "steamer port". We are considering the hydrants on B Street at Pacific Avenue and 21st Avenue, as well as on A Street at 21st Avenue and Pacific Avenue as those that serve this site.
- Locate a Knox Box key box in an approved location.
- Provide a fire department standpipe system to protect the parking lot
- A full review of this project will be completed once the full set of plans is submitted.

The Light and Power Department requested an agreement pertaining to financial responsibility for the costs to move, modify or underground existing overhead utility lines. This will be addressed through a separate disposition and development agreement for City approval.

The Public Works Department and Police Department didn't identify proposed conditions of approval.

ATTACHMENTS

Attachment A: Application for Design Review and Development Agreement for Forest Grove Mixed Use Building, November 20, 2015

Attachment B: Design Review and Development Agreement (Plan Sheets and Diagrams), November 20, 2015

**PLANNING COMMISSION MEETING MINUTES
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1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:00 p.m.

Planning Commission Present: Tom Beck, Sebastian B. Lawler, Lisa Nakajima, Dale Smith, Phil Ruder, Carolyn Hymes, and Hugo Rojas.

Absent: None.

Staff Present: Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Cassi Bergstrom, Stand-In for Assistant Recorder.

2. PUBLIC MEETING:

2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS: None.

2.2 PUBLIC HEARING:

Chairmen Beck read the following:

Planning Commission approval of a development agreement, site development review and design review for a mixed-use development project comprised of 78-apartment units, approximately 2,500 square feet of commercial space and 94 parking spaces on a 1.53 acre portion of a site known as the Times-Litho property. The property is located north of Pacific Avenue and west of A Street in downtown Forest Grove.

The hearing procedures were then read through, and no challenge was made toward the hearing.

Staff Report:

Community Development Director Jon Holan explained that the Tokola project is viewed as a catalytic project investing in the Forest Grove town center. The definitions of DA (Development Agreement-the land use action) and DDA (Disposition and Development Agreement-financial aspects) were given, and it was stated that the financial aspect (DDA) of the project is not part of tonight's discussion. It will be further discussed by the City Council in January.

Mr. Holan also noted that a Memorandum was received to Dan Riordan, Sr. Planner, from Jim Walker, Studio C Architect, in regards to the modification of some conditions of approval, and there is no staff objection to the proposed changes.

Sr. Planner Dan Riordan entered two documents into the record: One being the Memorandum from Mr. Walker, and the other being draft findings and conditions of approval. Chairman Beck suggested that a vote be taken on the recommendation to City Council for the project, and take a second vote on the findings. Mr. Holan agreed.

Mr. Riordan gave a presentation on the project, and started by explaining the three land use applications under consideration: Site Development Review, Design Review, and Development Agreement. These can be concurrently considered, but all need to be presented to City Council for approval. Under the Development Code the review process is based on the highest numbered application type. Approval of a Development Agreement is a Type IV (Legislative) application so all applications are reviewed as Type IV. Type IV applications require City Council approval.

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Mr. Riordan got into the specifics of the project and the proposal by the developer, Tokola properties, with a Power Point presentation. The property is known as the “Times Litho” block, and the project shown as Phase 1 on the site plan is approximately 1.5 acres in size. A description of the vicinity of the project was presented, and it was noted that the remaining portion of the property facing B Street is possible phase II of the project. In regards to the project overview, 78 market rate apartments will be constructed with 5 of those apartments available as live/work space along Pacific Avenue. Chairman Beck asked to define live/work space, and Mr. Riordan answered that it is likely a space to live upstairs and commercial space downstairs. Chairman Beck questioned if it allows the tenant to live in the commercial space of the building. Mr. Holan suggested the applicant be asked regarding the specificity of the space. Mr. Riordan explained retail space on the ground floor is to be 2,500 square feet in addition to the live/work and residential living space, along with 2,900 square feet of public plaza. Mr. Riordan went on to say it is a 4 story structure at 55 feet high, with parking underneath a portion of the building. Chairman Beck asked for clarification on the stories of the building. Mr. Holan clarified that the first story and the parking are on the same level with 3 additional stories over it.

Mr. Riordan continued to describe the project as catalytic, resulting in more investment in the town center. Height is based on story, not feet, in the Development Code. An overview of the project’s design elements was presented. Project amenities include a landscaped, carport eco-roof to reduce the visual impact of parking from above. The eco-roof also increases the overall landscaping provided by the project. The Development Code requires 5% landscaping in the town center, and this project incorporates about 18.6% landscaping. A rain garden is also proposed along Pacific Avenue, which is a sustainable way to deal with drainage. Other features include a community garden for residents, children’s play area, fitness center, an elevator, and a bike storage/cleaning area.

Mr. Riordan presented the site plan, showing the public plaza along with the primary entrance facing Pacific Avenue. The primary residential entrance to the building being is along A Street. Commissioner Lawler asked if the community meeting place was designated just for residents, and Mr. Riordan stated that the project manager could answer that question more specifically.

Mr. Riordan explained where the rain garden and plaza will be located. Mr. Holan clarified that placing the rain garden and plaza next to each other creates synergy. Chairman Beck still questions why a rain garden would be put on the main street of town, and why it wouldn’t be put somewhere within the project. Mr. Riordan stated that it complements the public façade, adding visual interest along the streetscape.

Vice Chair Nakajima asked if there is only one access into the parking area. Mr. Riordan stated that is true, and the location of the driveway meets the city’s Development Code standard for minimum separation distance from street intersections. The off-street parking area includes 94 spaces for residents and visitors. The parking lot perimeter incorporates 10 trees but the city standard requires 12 trees if you deduct the area under the landscaped carport the driveway area, and portion of the parking area under the building. An administrative adjustment is permitted that allows for a reduction up to 20% of the landscaping requirement. With an adjustment only 10 trees would be required. Chairman Beck suggested maybe including 2 trees along the walkway between the rain garden and community garden. Mr. Riordan stated that it could be a possibility. After discussion the Commission agreed that 10 trees along the parking lot would be sufficient.

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Mr. Riordan went on with his presentation, showing the different elevations for the proposed buildings.

Mr. Riordan then went on to describe the land use actions. The first land use action is the Development Agreement. A Development Agreement is required since the project as proposed does not comply with the maximum density of 20.28 dwellings per net acre contained in the Development Code. The project as proposed complies with the Development Code regarding permitted uses and height. The project as proposed will meet the proposed revisions to the Development Code related to density and proposed definition of net density. Chairmen Beck asked what the density is under the current definition. Mr. Riordan stated the current definition defines it as 210 units/acre; with the proposed changes in the definition it is 55 units/acre. Chairmen Beck asked if they choose not to change the unit/acre code, what will happen. Mr. Holan stated that this project is under a separate agreement, so it would continue. Mr. Riordan explained Development Agreements are allowed under state law. Chairman Beck asked for further clarification about Development Agreements. Mr. Riordan explained that the Development Agreement approach is similar to the approval of the Pacific University master plan. Similar to this project, the Pacific University Master Plan required a Development Agreement. A Development Agreement was necessary since the Master Plan preceded approval of proposed amendments to the Development Code.

The second land use action is Site Development Review approval. Mr. Riordan went on to describe the site plan as it relates the approval criteria including compatibility with surrounding uses. Potential traffic impacts were provided in the staff report, and the analysis shows not much impact. Chairman Beck questioned the intersection of A Street and 19th Avenue, and wondering if that is in consideration. Turning left on 19th Avenue can be challenging. Mr. Holan stated that discussion with the Public Works Director was had, and back up of cars can be resolved by taking alternate routes such as 21st Avenue. Commissioner Ruder stated that it would be nice if there was B Street access. Mr. Holan stated that when there is a development of the Phase II of the site, the B Street access will be discussed. Chairmen Beck stated that intersection of A Street and 19th Ave is dangerous with the current traffic. Mr. Riordan continued presenting the criteria of the project.

Commissioner Lawler wanted to bring to attention the pedestrian crossings, and if pedestrian safety has been addressed. Mr. Riordan stated nothing specifically, but design treatments can be done. Mr. Holan agreed that there is opportunity for safety to be looked at and could be addressed by the Public Works Director through striping crosswalks. Commissioner Ruder reinstated that a lot of pedestrian foot traffic will be brought to that area, and more protection is needed.

The third land use action is Design Review approval. Mr. Riordan continued to present his slides related to the Design Review criteria and applicable design guidelines. The purpose of design guidelines is to allow departure from proscriptive standards so long as the intent of the applicable design guideline is met. In terms of design, the building façade is contemporary but reflects design queues from the historic Forest Grove downtown.

Chairman Beck asked the question if it is possible to agree to create a driveway onto B Street. Mr. Holan invited City Financial Director Paul Downey to answer that question. Mr. Downey stated it is tentatively possible but not guarantee because the developer for Phase II is not decided. Commissioner Lawler asked if the downtown Hillsboro mixed use building has one or two access

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points in the parking garage. Mr. Holan stated that would be a question for the applicant, as they are the same developer at that site as well.

Mr. Riordan then continued his presentation on the proposed conditions of approval. Staff proposed a pedestrian alert signal at the entry/exit of the parking area. Chairman Beck asked how many visitor parking spaces are available. Mr. Riordan answered that 94 parking spaces for the 78 units are available, but did not discuss the exact number as visitor spaces. Staff has identified a loading and unloading space. Chairman Beck and Vice Chair Nakajima inquired about the parking restrictions on the adjacent streets. The Commission discussed that parking is only allowed on one side of A Street. Mr. Holan stated an agreement can be made for off-site, overnight parking areas.

Mr. Riordan concluded his staff report. Mr. Holan clarified the Memorandum sent by Jim Walker regarding the signage. Vice Chair Nakajima asked about the sprinklers within the building and the requirements. Mr. Riordan stated the applicant can shed more light on the sprinkler requirements.

Applicant's Report:

Applicant's introduced themselves as the following:

Dwight Unti, President/Owner of Tokola Properties
Jeff Edinger, Vice President of Tokola Properties
Eric Gernard, Architect at Studio C Architecture
Jim Walker, Architect at Studio C Architecture

Mr. Unti introduced Tokola Properties to the staff and public. They are an Oregon-based company, and are long term investors in their projects. Their main focus is on re-emerging historic main street districts. Forest Grove is committed to downtown revitalization, and Tokola properties are looking for projects that make a difference in a community. The project outcome will add residents, improve streetscape, attracts retail space, and establishes new benchmark for rental rates which in turn will speak well with the community.

Mr. Walker spoke on behalf of Studio C Architecture, and stated that their firm provides personalized attention to the project at hand. The project takes into account aspects of the 2014 Comprehensive Plan Update meeting certain sustainability, economic development and urban policy goals. The amenities were again gone over, and the rain garden was described as being sustainable and very public. This way everyone can see how it works. Chairman Beck asked if a public sculpture was ever considered for the rain garden to make it special. Mr. Walker explained that the rain garden has plantings and natural elements, and would be preferred. Vice Chair Nakajima made the suggestion that a drawing of the rain garden would help to give the commission a visual on what it looks like. Chairman Beck asked if the rain garden is required to be fenced. Mr. Walker clarified that the water goes down and gets filtrated in the rain garden so no standing water is a danger.

Commissioner Hymes asked the applicant what other projects have been done regarding the rain garden and if signage was used to educate the public as to the purpose. Mr. Walker stated that he has not in particular. Mr. Unti clarified that on site staff share information with the public in regards to the sustainability of the grounds. Discussion continued on the amenities of the

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apartment units, and Mr. Walker clarified that there is a fire suppression system in each unit as required by the state building code.

In regards to the parking lot, Commissioner Lawler inquired about future electric car charging ports. Mr. Walker stated that this will be on the table once the design review is complete. Architect Eric Gernard described the green roof with having eco-friendly, low growing succulent plants to help retain water. Chairman Beck asked about assigning parking spaces, and Mr. Gernard stated that was the plan. Vice Chair Nakajima asked about the plan for another exit within the parking facility, and Mr. Walker stated that Phase II has ideas on how it could work, but the parking facility design has been confirmed with the Fire Marshall. The current plan of the parking area has no dead ends within it, so a car can make a full loop without having the back up. Mr. Unti stated the security of residents is high, so the single point of entry has more management and control of who is coming on the property with a gated fence.

Mr. Gernard described how he came about with the idea of the colors, designs and materials to create the building. There was reference to the old buildings in downtown to create ingenuity and connecting the new building to the downtown buildings by utilizing the brick face, patterns of the windows, and referencing the design planes of historic buildings. Mr. Unti stated that this design approach honors the downtown district. Commissioner Lawler asked if a reinvestment has been made to local businesses for the future of the community. Mr. Unti stated that within downtown Hillsboro and Gresham sites, the number of vacant storefronts move to 100% occupancy due to the combination of the economy and forward thinking development. High quality development creates inspiration.

Public Hearing

Chairman Beck opened the floor to the public hearing session.

Proponents:

Dale Buck, 1526 Willamina Ave.

Ms. Buck is the manager of the Tokola property in downtown Hillsboro, and is knowledgeable of the governing of the facility since she is there every day. She urges folks to visit the property site. There are 71 apartments with amazing residents who are in love with their building. For incoming businesses there is a captive audience right there. Residents can walk to wherever they want downtown with a community feel. In working for Tokola, Ms. Buck realizes how much they care about residents and staff of their properties. This is not a “make a fast buck” business. Concerns that were raised tonight have been dealt with at that property. This will revitalize Forest Grove.

Opponents:

None.

Other:

Parks Adams, 2122 A Street

Mr. Adams initially was delighted and impressed with the demolition and a prospective development there. His concern is in regards to the parking of the project. It looks awfully tight to

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move cars in and out of the project. An exit on B Street is encouraged to keep the flow. Traffic and safety needs to be looked at, as there are already problems with the intersection at Pacific and A Street. The cars parked in front of Wells Fargo or along 19th make it hard to see if a car is approaching. The same is for pedestrians crossing the street. Also, Mr. Adams is curious about the projected rental rates of the apartments.

Chairman Beck stated the interior parking lot is strictly regulated by city code, so the project manager has to meet certain standards.

Todd Edwards-Leerer, 2117 A Street

Mr. Edwards-Leerer stated his biggest concern is 21st and A Street. The parking during the Wednesday Farmer's Market can get packed. People leaving the proposed apartments and heading north on A Street is going to be a challenge.

Paula Adams, 2122 A Street

Ms. Adams appreciates the concern about sustainability and reusing the water. The parking is concern with it being dark, and the northeast parking lot can be full during the farmer's market. The pull out place would need to be wider so there isn't double parking. Ms. Adams urged to not let the development here preclude the development of the post office.

Chairman Beck stated that the post office is a different issue.

Ms. Adams went on to say that a grocery market is needed for the residents.

Chairman Beck asked if there was further public comment, and none was made. The floor was then open up to the applicant to state anything further.

Mr. Unti addressed the question about the projected rental rates, and stated it is too early in the process to know for sure what they will be. The high quality of the apartments will carry with them a higher rate, but there are also diverse floor plans ranging from studio apartments to 3 bed/2 bath penthouse style. The 5 live/work apartments present an opportunity for entrepreneurs just beginning their business.

Chairman Beck closed the public hearing, went back to Commission for discussion.

Commission Discussion

Commissioner Lawler stated that he used public transit to commute within downtown Hillsboro at the transit center, and had never noticed a jam up or outflow of traffic at the Tokola property.

Commissioner Hymes stated that we need to ask the question as to what the city can do for our crosswalks. Mr. Holan suggested a separate motion could be considered by the Commission.

Commissioner Ruder stated that this is a very exciting project, and his only concern is the traffic flow. A Street and 21st Avenue is very narrow and typically only has room for one car to pass through.

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Commissioner Smith is encouraged by the design. Commissioner Rojas and Vice Chair Nakajima agreed.

Commissioner Lawler believes this is setting a precedent of investing within Forest Grove, and not just “filling space”.

MOTIONS:

Commissioner Lawler moved the motion to recommend approval of the Development Agreement, Site Development Review and Design Review to the city council. Vice Chair Nakajima seconded the motion. The motion passed 7-0.

Commissioner Ruder moved the motion to approve the findings as amended by the memorandum provided by Jim Walker at Studio C Architecture. Vice Chair Nakajima seconded the motion. The motion passed 7-0.

Commissioner Lawler moved the motion to recommend the city council to take a look at pedestrian safety around the site. Commissioner Ruder went on to add to the motion to include painted, prominent crosswalks at all four crossings at Pacific Ave. and A Street for pedestrian safety. Commissioner Smith seconded the motion. The motion passed 7-0.

Commissioner Smith moved the motion to recommend to the city council that an agreement be made between the city and developer for future egress on B Street. Commissioner Lawler seconded the motion. The motion passed 7-0.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS: None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

Commissioner Lawler had a small correction to page 3, paragraph 2 of the minutes from November 2, 2015. The correction was noted. Commissioner Hymes moved the motion to approve the minutes from the November 2, 2015 meeting as amended. Commissioner Lawler seconded. Motion passed 7-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR’S REPORT:

Mr. Holan gave the Director’s Report as follows:

There will be no commission meeting during Christmas week.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

December 7, 2015–7:00 P.M.

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The next meeting will be held January 4, 2016. At that meeting there is scheduled a development code update hearing.

Second meeting in January will be held on Tuesday, January 19th because of Martin Luther King Day being on that Monday. A public hearing will be held on the Comp Plan Designation for the Hayworth property. In addition, a public hearing will be held amending the Transportation System Plan to incorporate the Council Creek Trail. There will also be a public hearing to some amendments to the development code dealing with marijuana. These amendments need immediate attention. Finally, there may be discussion of the bowling alley sign on 19th Ave.

The February 1st commission meeting will be a work session on the infrastructure analysis on the Westside Planning Analysis.

Nothing further is scheduled, but there will be some potential annexations in the future.

In April, Tom Gamble (Parks & Rec Director) would be interested in a work session with the Commission on the Parks & Recreation Master Plan.

Chairman Beck inquired about a work session with the Sustainability Commission, and Mr. Holan replied that the Sustainability Commission began that discussion at their last meeting.

Chairman Beck and Commissioner Rojas will not be at the meeting on January 4th, but there will be a quorum for the meeting.

Chairman Beck requested concrete information in regards to the density issue discussed earlier in the meeting. Mr. Holan gave the current definition of net density, and if it applied to the Tokola project site, the number of units allowed would be 17 using 40 units per acre as the standard. Vice Chair Nakajima commented that we should be going along with state standards in density. There will be further discussion of this at the code update meeting.

3.4 ANNOUNCEMENT OF NEXT MEETING:

Next meeting will be held on January 4, 2016 at 7 p.m.

3.5 ADJOURNMENT: The meeting was adjourned at 9:29 p.m.

Respectfully submitted by:
Cassi Bergstrom
Assistant Recorder



NOTICE OF DECISION

TO: Affected Parties

FROM: Daniel Riordan
Senior Planner

DATE: December 14, 2015

RE: Planning Commission Decision to recommend approval of a development agreement, site plan and design review for a mixed-use development project located at Pacific Avenue and A Street.

APPLICANT: Tokola Properties Inc., and City of Forest Grove

FILE NUMBER: 311-000022-PLNG

This is your notice that on December 7, 2015 the Forest Grove Planning Commission voted to recommend City Council land use approval including a development agreement, proposed site plan and design review approval of the Forest Grove Mixed-Use Project located at the northwest quadrant of Pacific Avenue and A Street. A copy of the Planning Commission's *Findings and Decision* is attached.

This matter will next be considered by the Forest Grove City Council on January 11, 2016 at 7:00 PM, or thereafter. The City Council public hearing will take place at the Forest Grove Community Auditorium (1915 Main Street). The City Council decision will be the final local action on the land use approval.

Please call me at (503) 992-3226 if you have any questions. I can also be reached by E-mail at driordan@forestgrove-or.gov.

Planning Commission Findings and Decision Number 2015-05
Recommend Development Agreement, Site Development Plan and Design for Forest
Grove Mixed-Use Project Located at 1837 Pacific Ave. (Former "Times-Litho" Site)
File Number: 311-15-00022-PLNG

WHEREAS, Tokola Properties and the City of Forest Grove filed for land use approval of a development agreement, site development and design review for the Forest Grove Mixed-Use Project, a proposed 78 unit apartment development including 5 live-work units and 2,500 square feet of commercial space fronting Pacific Avenue and A Street; and

WHEREAS, the application was deemed complete on November 20, 2014; and

WHEREAS, notice of this request and public hearing was mailed to property owners and residents within 300 feet of the subject site on November 17-18, 2015 as required by Development Code Section 10.1.610; and

WHEREAS, notice of this request and public hearing was published in the Forest Grove Leader on December 2, 2015; and

WHEREAS, a staff report addressing the review criteria and applicant's submittal was published on November 30, 2015; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on the proposal on December 7, 2015; and

WHEREAS, this proposal involves more than one application for the same property and may be reviewed under the consolidated review process as allowed by Development Code Section 10.1.205; and

WHEREAS, the consolidated review process requires that it be processed subject to the highest numbered procedure - Type IV for this project; and

WHEREAS, the Type IV process under Development Code Section 10.1.700 et. seq. requires Planning Commission recommendation and City Council approval of the applications subject to this decision.

The City of Forest Grove Planning Commission does hereby recommend City Council approval of a development agreement, the site development plan and design of the proposed project, making the following specific findings in support of this decision:

- 1) The Planning Commission adopts by reference the staff report including findings and recommendations dated December 7, 2015, as modified by this decision.
- 2) The project proposal complies with Development Code Section 10.2.450 *Site Development Review Criteria* except as modified through the Design Review process as follows:
 - A. *The site development plan complies with all applicable standards of the base zoning district, any overlay district, and the applicable general development standards of Article 8.*

Finding: The project is located in the Town Center Transition and Town Center Support zones. Base zoning standards are identified in Article 3 of the Forest Grove Development Code. Article 3 (Table 3-12) of the Forest Grove Development Code identifies permitted uses in the Town Center zoning districts. The proposed project includes household living and commercial as intended uses. Table 3-13 identifies household living and commercial as permitted uses in the Town Center zones. The project as proposed complies with the permitted uses shown on Table 3-12.

Finding: Article 3 (Table 3-13) establishes minimum and maximum building heights. Under Table 3-13, the minimum building height is two stories and the maximum building height is four stories. The proposed maximum building height is four stories. The project as proposed complies with the building height standard shown on Table 3-13.

Finding: Article 3 (Table 3-13) establishes requirements for minimum landscaping. The minimum landscaping requirement is 5% of the lot. Based on the site plan, the site will have approximately 18.6% landscaping including landscaping within the parking area.

Finding: Article 3 (Table 3-13) establishes minimum parking for the Town Center zones. Under Table 3-13 no parking is required for any use in the Town Center. The project proposes 94 off-street parking spaces.

Finding: Article 3 (Table 3-13) establishes minimum and maximum building setbacks. The minimum setback is 0 feet and the maximum setback is 15 feet. The maximum proposed building setback along the A Street frontage is 4 feet to accommodate residential entries. The maximum proposed building setback along Pacific Avenue is approximately 53 feet to accommodate a plaza area. This setback exceeds the maximum building setback shown on Table 3-13. A departure from the maximum setback is permissible when a project is reviewed based on the Track 2 design review process. The applicant requests and the Planning Commission grants a departure from the maximum building setback of up to 53 feet to accommodate the proposed plaza area.

Finding: The proposed project is not located within an overlay zone.

Finding: The general standards contained in Development Code Article 8 are applicable to all projects subject to development review. Projects in the Town Center subject to Design Review have the option of complying with the Article 8 standards or meeting flexible design guidelines contained in the Design Guideline Handbook. The applicant requested project review based on the design guidelines contained in the Design Guideline Handbook.

B. The site development plan ensures reasonable compatibility with surrounding uses as it relates to the following factors:

- a. Building mass and scale do not result in substantial visual and privacy impacts to nearby residential properties.*
- b. Proposed structures, parking lots, outdoor use areas or other site improvements that could cause substantial off-site impacts such as noise, glare, and odors are oriented away from nearby residential uses and/or adequately mitigated through other design techniques.*

Finding: The project site is located at the northwest corner of Pacific Avenue and A Street. The site is adjacent to a vacant office building (former Ruralite offices), the Forest Grove Post Office and home converted into multiple units. Buildings are proposed near or adjacent

to the A Street and Pacific Avenue rights-of-way. A 94-space parking lot is planned interior to the subject property. Based on the location of the proposed buildings and the interior parking area the building mass and scale will not result in substantial visual or privacy impacts to nearby residential properties.

Finding: The proposed project is primarily residential. The site design includes a minimum five foot landscaped strip along the site's perimeter. This landscaped strip will provide a buffer between the project site and abutting properties. The landscaped strip provides a separation between the paved surface and abutting properties consistent with Development Code Section 10.8.415(D). Proposed structures, parking lots, outdoor use areas and other site improvements are not expected to cause substantial off-site impacts such as noise, glare, or odors.

- C. The site development plan preserves or adequately mitigates impacts to unique or distinctive natural features including, but not limited to:*
- i. Significant on-site vegetation and trees*
 - ii. Prominent topographic features; and*
 - iii. Sensitive natural resource areas such as wetlands, creek corridors and riparian areas.*

Finding: The site is vacant and cleared. No on-site vegetation or trees are present. The site is generally flat and devoid of prominent topographic features. The site contains no sensitive natural resources areas such as wetlands, creek corridors and riparian areas.

- D. The site development plan preserves or adequately mitigates impacts to designated historic resources.*

Finding: The project site is not adjacent to designated historic resources and is not located within a designated historic district. The site development plan generally reflects the historic development pattern found in the Town Center such as placing building close to the public right-of-way. The design includes storefront windows for the retail space.

- E. The site development plan provides adequate right-of-way and improvements to abutting streets to meet the street standards of the City. This may include, but not be limited to, improvements to the right-of-way, sidewalks, bikeways, and other facilities needed because of anticipated vehicular and pedestrian traffic generation.*

Finding: The site is located in the Forest Grove Town Center. The perimeter of the site is adjacent to the A Street and Pacific Avenue rights-of-way. Both rights-of-way include sidewalk and streetscape improvements including street trees, tree wells and decorative streetlights. Additional right-of-way dedication is not required for right-of-way improvements.

- F. The site development plan promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and auto parking spaces, transit facilities and other parts of a site or abutting properties that may attract pedestrians.*

Finding: The site development plan shows a five foot wide pedestrian pathway connecting the Pacific Avenue right-of-way and adjacent public plaza with the interior parking area. The pathway will connect building entrances, public sidewalks and auto parking spaces. The proposed plaza area adjacent to the Pacific Avenue right-of-way is adjacent to the existing Tri-Met Line 57 bus stop.

3) *The project proposal complies with Development Code Section 10.2.350 Design Review – Review Criteria for the Town Center Focus Area as follows:*

Guideline Site – Building Orientation: Design and construct buildings oriented to a public street right-of-way to create safe, pleasant and active pedestrian environments. Development in the town center area should create a well-defined, safe, attractive and active pedestrian environment. Zero lot line development should be encouraged in all town center zones, particularly the town center core. Parking should be behind or to the side of buildings, so as to not obstruct pedestrian pathways to the front door of buildings. If buildings are setback from the sidewalk, the area in front of the building should be well landscaped and used as an expanded sidewalk area or a pedestrian plaza.

Finding: The design review application includes renderings and diagrams showing the proposed building design. The building along both the Pacific Avenue and A Street frontages is oriented toward the public right-of-way. Along the A Street frontage the building is setback approximately 4 feet to accommodate residential entries. Along Pacific Avenue the building is setback to accommodate a pedestrian pathway and plaza consistent with the design guideline. Although the building is setback the orientation is toward the public right-of-way. The plaza provides an opportunity to activate space adjacent to the right-of-way. The proposed parking lot is placed behind the building consistent with the design guideline. The intent of this design guideline is met.

Guideline Site – Pedestrian Connection: Develop continuous pedestrian connections that are attractive and convenient. The Town Center must maintain a clear and comfortable separation between vehicles and pedestrians. Where vehicles and pedestrians share the same space, pedestrian safety and comfort must not be compromised. Sidewalks should be continuous and free of barriers.

Finding: The project is designed with buildings placed at or near the public street right-of-way. As such, the design reflects the traditional pedestrian orientation of the Town Center. The project as proposed provides for a clear and comfortable separation between vehicles and pedestrians since the parking area is located behind buildings. Both vehicles and pedestrians will interact in the interior parking lot. To meet the intent of the pedestrian connection design guideline the site plan shows pedestrian pathways serving parking spaces. The intent of this guideline is met.

Guideline Site – Amenities: Protect pedestrians from wind, sun, and rain and provide courtyards or other outdoor spaces to create a comfortable environment for meeting and sitting. Pedestrians should be protected from the elements, to encourage use of the Town Center during inclement weather. The design of awnings and canopies should be integral and well-proportioned to the facades of buildings. Street furniture, such as benches, lamps and landscape planters should be provided.

Finding: As proposed, the project includes weather protection at the A Street residential entry (approximately 25 feet). The second story is designed to project 4 feet over the individual residential entrances. The overhang does not extend over the sidewalk except at the primary building entry. The amount of weather protection provided over the sidewalk is 10% of the building frontage.

Guideline Buildings – Facades: All buildings shall contribute to the storefront character and visual relatedness of town center buildings. Facades should define a continuous street

edge, while adding visual interest and variety for the pedestrian. Building frontages should provide a sense of continuity and enclosure to the street, creating a human-scale "street wall."

Finding: The Tokola Project reflects a contemporary design with subtle queues reflecting the historic feel of Downtown Forest Grove. Such queues include the flat roof, dark brown brick, vertical windows throughout the project, transom windows along the east (A Street) elevation and storefront windows along Pacific Avenue and at the primary A Street building entrance.

Finding: The height of the proposed building is four stories (approximately 55 feet). This is the result of the proposed "tuck under" parking. There are 31 parking spaces tucked under the proposed buildings. The tuck under parking is approximately one-third of the overall proposed parking and represents an efficient use of the development site.

Finding: In terms of context, the proposed building will be the tallest in downtown Forest Grove. There are two three story buildings in downtown Forest Grove including the building at the northwest corner of Pacific Avenue and Main Street, Bank of the West Building on Pacific Avenue. There are also several three story buildings located on the Pacific University campus. Although the proposed building would be the tallest in downtown Forest Grove the Pacific University Master Plan allows for a maximum building height of 50 feet at the eave or dominant parapet. The Tokola project is consistent with the building height allowed on the Pacific University campus. The design of the building takes advantage of the building height by incorporating a rooftop deck at the Pacific Avenue/B Street intersection.

Finding: To mitigate the perceived building height the project design incorporates use of building articulation including architectural features such as offsets, balconies, color, and streetscape features most notably rain gardens. Vertical windows are used to break-up the building face.

Guideline Building – Retail Storefronts: *Storefronts should appear open, inviting, and engaging to the passerby. Retail and other commercial establishments should provide windows and doors offering views in and out of the building so passerby may see activity within buildings.*

Finding: The project incorporates approximately 2,500 square feet of retail area divided among two spaces. Retail storefront is shown on the perspective drawings. The retail space is complemented by the adjacent plaza on Pacific Avenue contributing to an inviting, engaging and active space.

Guideline Building – Entries: *Entryways should be clearly visible and recognizable from the street, and appear open and inviting to the pedestrian. The primary entry into buildings should be clearly recognized from the street. Additional architectural details, such as sidelights or transoms surrounding doorways are encouraged. Transparency between retail storefronts and the sidewalk is encouraged to create visibility from the street.*

Finding: As proposed, building entrances are clearly visible and recognizable as shown on the perspective drawings. The primary building entrance on A Street is reinforced with a steel awning. In addition to the primary building entrance, each ground level residential unit has an individual entryway visible from the sidewalk.

Guideline Building – Residential Entries: Residential entries should create an inviting transition between public and private areas. Residential doors in the town center should provide a well-defined transition between the public and private realm. They should convey a sense of privacy while expressing a welcome entryway for those who approach. The design of the door should respond to the level of activity along the street.

Finding: Transition space is provided between public and private areas. The transition area between public and private space along A Street is reinforced with the presence of rain gardens which appear to look similar to planter boxes.

Guideline Building – Windows: Use windows to create an open and inviting atmosphere. Retail uses should provide windows that create visual interest and encourage people to visit restaurants and shops. Blank walls should be avoided.

Finding: The design review submittal shows use of windows to create an open and inviting atmosphere. This is exhibited by storefront windows associated with the commercial space along Pacific Avenue. Windows are provided along the A Street frontage in conjunction with the residential units. The use of windows provides building articulation along both Pacific Avenue and A Street. This building articulation creates an open and inviting atmosphere by creating visual interest when compared with large blank walls.

Guideline Building – Exterior Walls: Use materials which are compatible with the character of Forest Grove and create a sense of permanence. Materials should be consistent with the existing buildings in the Town Center. Quality wall materials provide a sense of permanence and should be applied to create a sense of substance and mass.

Finding: The applicant proposes a combination of brick and lap siding. Brick is a quality material which provides a sense of permanence, substance and mass. The use of dark brown brick is characteristic of buildings found in the Forest Grove Town Center and Pacific University campus.

Guideline Building Landscape – Walls and Fences: Site walls and fences should be compatible with the buildings architecture and reflect the commercial character of the development. Walls and fences should be considered integral parts of building and site, compatible with the overall design.

Finding: Based on the design review submittal, the proposed walls and fences appear to be compatible with the building architecture. The applicant proposes uses steel posts and pickets for fencing. The use of steel as fencing material is compatible with the proposed steel for awnings as an exterior building element. Fencing detail is provided on Plan Sheet 8 attached to this memo.

Guideline Lighting – Exterior Building: Lighting should be an integral component of the building architecture. Lighting should be used to highlight the design of buildings while improving visibility of entryways and enhance safety. Lighting should not spill onto neighboring properties or cast glare which will decrease the safety of pedestrian and vehicles.

Finding: General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential

entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed.

Guideline Lighting – Parking Lot: Light should be compatible with downtown street lights identified in the Public Area Requirements. Parking lot lighting should be provided for vehicular and pedestrian safety. Lighting should be integrated and compatible with the site and building design.

Finding: General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed.

Guideline Lighting – Sidewalk and Landscape: Lighting should be used to highlight sidewalks, street trees and other landscape features. Landscape lighting is appropriate as a way to provide pedestrian safety. Lights may be used to highlight features within public and private plazas, courtyards, walkways and other outdoor areas at night to create an active and safe environment.

Finding: General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed.

Guideline Lighting – Signs: Sign lighting should be designed as an integral component of the building and sign composition. The lighting of signs should be considered a part of the building architecture and site design and should be used to create visual interest.

Finding: General information about lighting is provided on Plan Sheet 8 attached to this memo. Although useful this information lacks sufficient detail to ensure this design guideline is met. Additional detail is needed with respect to lighting treatment for exterior residential entries, the commercial space and along internal pedestrian pathways. To ensure the intent of this guideline is met a condition of approval is proposed.

Guideline Signs – Wall: Signs should not overwhelm the building or any special architectural features. Signage in the town center should communicate information to potential customers while enhancing the building architecture and overall streetscape. Signs should not render the building a backdrop for advertising or building identification.

Finding: The applicant did not submit information pertaining to signage. Submittal of this information is required for review and approval prior to issuance of building permits.

Guideline Signs – Hanging or Projecting: Hanging signs should be oriented to the pedestrian and highly visible from the sidewalk. Signs should not overwhelm the streetscape and should be complementary to the building architecture and any awnings canopies, lighting and street furniture.

Finding: The applicant did not submit information pertaining to signage. Submittal of this information is required for review and approval prior to issuance of building permits.

Guideline Signs – Window: *Window signs should identify building or tenant use without obstructing views through windows. Window signs should not be used to advertise specific products or services, but should simply identify the name or nature of the business operation. Window signs should be oriented to the pedestrian on the adjacent sidewalk. Large signs or large lettering intended to attract attention from passing vehicles is not appropriate.*

Finding: The applicant did not submit information pertaining to signage. Submittal of this information is required for review and approval prior to issuance of building permits.

Guideline Signage – Informational and Directional: *Directional signs should be small and dimensions logically located and should not be used for advertising. Signs should be consistent throughout the project and fabricated from the same materials with a consistent colors and graphics. The materials used should be compatible with adjacent architectural design.*

Finding: The applicant did not submit information pertaining to signage. Submittal of this information is required for review and approval prior to issuance of building permits.

Guideline Signs – Temporary: *– Signs which identify a short-term use or activity should be consistent with the design character of the surrounding architecture. Small portable temporary signs (e.g. sandwich boards) should be used when businesses are open and located in close proximity to the related business. Signs should not obstruct pedestrian access or conflict with the visual quality and character of the town center.*

Finding: This guideline is not applicable as no temporary signs are proposed.

4) The project proposal complies with Development Code Section 10.2.840 *Development Agreements Review Criteria* as follows:

A. The agreement complies with the requirements of state law (ORS 94.504 to 94.528):

- a. The duration of the agreement;
- b. The permitted uses of the property;
- c. The density or intensity of use;
- d. The maximum height and size of proposed structures;
- e. Provisions for reservation or dedication of land for public purposes;
- f. A schedule of fees and charges;
- g. A schedule and procedure for compliance review;
- h. Responsibility for providing infrastructure and services;
- i. The effect on the agreement when changes in regional policy or federal or state law or rules render compliance with the agreement impossible, unlawful, or inconsistent with such laws, rules or policy;
- j. Remedies available to the parties upon a breach of the agreement;
- k. The extent to which the agreement is assignable; and
- l. The effect on the applicability or implementation of the agreement when a city annexes all or part of the property subject to a development agreement.

Finding:

- a) The proposed duration of the agreement is three years. This will ensure the Development code amendments are adopted and allow for the agreement to remain in effect until the project is stabilized.
- b) The permitted uses of the property include household living and commercial uses are permitted in the Town Center Transition (TCT) zone. The household living category includes apartments. The Commercial use category includes eating and drinking establishments, indoor entertainment, general retail, and office as permitted uses in the TCT zone.
- c) The proposed density or intensity of use is approximately 55 dwellings per net acre. This exceeds the current permitted density of the TCT zone but is within the density being considered as part of the amendments to the Forest Grove Development Code¹. The proposed amendments, if adopted, would allow for 40 units per net acre outright and up to 100 units per net acre with provision of certain project amenities. Amenities include ground floor retail, energy efficiency, bicycle parking, structured parking, outdoor plaza space, green materials, low impact design, residential gardening, eco-roof, LEED certification and affordable housing. This project includes many of these amenities except for LEED certification and affordable housing as explained in this memo.
- d) The proposed height is four stories (55 feet). The Development Code does not establish a firm height limit but rather establishes a maximum building in the Town Center of four stories. The term "story" is not defined in the Development Code. Story is, however, story is defined by the 2014 Oregon Structural Specialty Code as "That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above." The definition of story on the Structural Specialty Code does not limit a story to a specific height above grade.
- e) This project does not propose reservation or dedication of land for public purpose. Therefore, this criterion is not applicable.
- f) Fees and charges imposed on the development of property are those in effect at time that applications for building permits are filed. These fees and charges may be addressed as part of any agreement for public assistance between the City and Tokola Properties.
- g) Compliance review will be in accordance with standard public agency procedures for review of land use and building permits including procedures established by the State of Oregon Building Codes Division, City of Forest Grove and Clean Water Services.
- h) It is the responsibility of the applicant to provide the services necessary to serve the development in accordance with City or private utility standards. Responsibility for off-site infrastructure improvements shall be identified in the Disposition and Development Agreement (DDA) for conveyance of land owned by the City to the applicant.
- i) If there is a change in federal, regional or state laws or rules that make compliance with development agreement unlawful, then the City and applicant will negotiate in good faith

¹ The proposed Development Code amendments include changing the definition of net density. The current definition is "The number of dwelling units per acre based on the net site acreage, which does not include sidewalks, public right of ways, public and private streets, common driveways, public and private open space areas, and other tracts intended for common use." The recommended revised definition of net density is "The number of dwelling units per acre based on the net site acreage, which does not include rights-of-way through or on the edge of the site, environmentally constrained areas, or land intended for public ownership such as park and open space uses." The significant of this change is explained under Section V (Site Development Review Criteria) in this memo.

an appropriate amendment to the development agreement to achieve adherence to the spirit and purpose of the development agreement and compliance with such laws.

- j) Under the development agreement the parties will retain all remedies available at law or equity to enforce the development agreement including claims for damages resulting from any breach.
- k) The development agreement is assignable with written mutual agreement between the parties subject to the agreement. Written notice of assignment must be provided to all parties mailed by United States Postal Service via certified mail, return receipt requested.
- l) This development proposal is not subject to annexation. Therefore, this criterion is not applicable.

B. The agreement complies with the intent of the purpose statement (Section 10.2.800);

Finding: The purpose statement in Development Code Section 10.2.800 states:

“The purpose of a Development Agreement is to implement the goals, policies or programs of the Comprehensive Plan, the requirements of the Development Code or another City code, or condition of an approved land use permit, or for the development of land. This section provides the process, standards and criteria for review of a development agreement.”

The proposed project is a mixed-use development including 78 apartment homes and approximately 2,500 square feet of commercial space at an urban density of approximately 55 dwellings per net acre in the Forest Grove Town Center. As such the proposed development implements the following Comprehensive Plan policies related to the development of land:

- Sustainability Goal 7: Promote interconnected land uses that encourage diverse, accessible, and proximate land uses that promote active living and access to vital services including employment, education and healthy food. The project implements this Comprehensive Plan policy since the result will be housing units near a variety of uses in the Town Center include shops, restaurants, professional and personal services, schools (Pacific University and Forest Grove Community School.
- Economic Development Goal 7: Promote the Forest Grove Town Center as the Focal Point of the Community. This project implements this Comprehensive Plan policy since it will result in 78 housing units in the Forest Grove Town Center. Additional residents in the Town Center will bring enhanced activity during the day and evening. In addition, additional residents will improve the economic vitality of the Forest Grove Town Center by increasing demand for services.
- Economic Development Policy 7.10: Amend development standards to increase minimum development densities in the Town Center to improve the economic investment climate for residential construction and encourage a variety of housing types. The proposed density of this project is approximately 55 units per net acre based on 78 residential units.
- Economic Development Policy 7.11: Promote investment in urban living infrastructure amenities to enhance livability in the Town Center. This project implements this Comprehensive Plan policy by including design features such as the plaza space

adjacent to the Pacific University right-of-way, community garden and child play area. These features enhance livability in the Town Center especially for project residents.

- Urbanization Policy 10: The City of Forest Grove will continue to promote the efficient use of land within the Forest Grove Town Center and any areas designated as transit station communities on the Forest Grove Comprehensive Plan land use map. The project implements this Comprehensive Plan policy since the proposed density of 55 units per net acre provides for an efficient use of land in the Forest Grove Town Center. This density exceeds the more typical suburban approximately density of approximately 20 units per acre otherwise permitted by the Development Code.

C. The agreement furthers the public interest;

Finding: The development agreement furthers the public interest by permitting a land efficient, mixed-use development consistent with the goals and policies of the Forest Grove Comprehensive Plan as indicated under Criterion B above.

D. The agreement results in development or improvements that would not have a substantial adverse impact on adjacent properties.

Finding: The development will not have a substantial adverse impact on adjacent properties. The site plan shows the buildings are oriented toward the public right-of-way and away from adjacent properties. This design minimizes potential privacy impacts affecting abutting properties. As indicated in the traffic analysis contained in the December 7, 2015, staff report and the 2014 Forest Grove Transportation System Plan the existing roadways (Pacific Avenue, 19th Avenue, 21st Avenue and A Street) have sufficient capacity to handle expected traffic resulting from the proposed 78 apartment units and 2,500 square feet of retail space.

E. The agreement complies with all relevant City codes and requirements

Finding: The agreement complies with all relevant City codes and requirements including site development review and design review as described in the December 7, 2015, staff report. The agreement modifies Article 3 density requirements as permitted under state law (ORS 94. 518) which authorizes modifications to otherwise required zoning ordinance rules. Modification to Article 3 density requirements through a development agreement is necessary to approve the project proposal ahead of proposed amendments to the Forest Grove Development Code that will allow for development projects at a density of 55 units per acre. The proposed amendments to the Development Code specifically implement Comprehensive Plan Economic Development Policy 7.10 and Urbanization Policy 10 described under Criterion B above. The proposed project also complies with applicable Comprehensive Plan policies noted under Criterion B.

F. The agreement would result in development or improvements that can be accommodated by adequate transportation, police, fire, stormwater, sewer and water services.

Finding: The agreement allows for development that can be accommodated by adequate transportation, police, fire, stormwater, sewer and water services. As noted under Criterion D above, the existing street network in the Town Center including Pacific Avenue and A Street have sufficient capacity to handle expected traffic generated by the proposed 78 unit apartment and 2,500 square foot commercial project.

Finding: Both the Forest Grove Police and Fire Departments are located in the Forest Grove Town Center within ½ mile of the project site. Both the Police and Fire Departments have sufficient resources to serve the 78 unit apartment and 2,500 square foot commercial project as reflected in the adopted FY 2015-2016 Budget.

Finding: The project is located in the Forest Grove Town Center. Water and sewer infrastructure are present within the public right-of-way adjacent to the project site. The applicant will be responsible for upgrading infrastructure to serve the project as required by the City and reflected in adopted water, sanitary sewer and storm sewer/drainage infrastructure master plans, the Municipal Code and Development Code.

5) To ensure compliance with all applicable provisions of the Development Code and Design Guideline Handbook, Section I Town Center Focus Area, the Planning Commission hereby adopts the following conditions of approval:

1. Condition of Approval: The project shall substantially conform to the site plan dated November 20, 2015. The Pacific Frontage shall include a publicly accessible plaza located adjacent to the primary building entrance and commercial space. The public plaza shall be no less than 2,900 square feet.
2. Condition of Approval: The publicly accessed plaza shall include seating approved by the Forest Grove Community Development Director prior to issuance of building permits.
3. Condition of Approval: The Pacific Avenue street frontage design shall include a rain garden in the general location as shown on the site plan dated November 5, 2015. The design of the rain garden shall be approved by the Forest Grove Community Development Director prior to issuance of building permits.
4. Condition of Approval: Construct a hardscape pedestrian pathway between the building and rain garden adjacent to the Pacific Avenue right-of-way. Pathway materials shall be approved by the Community Development Director prior to issuance of building permits.
5. Condition of Approval: 10.8.150 (Clear Vision Area) Install a pedestrian alert signal (with light and sound) sufficient to alert pedestrians of vehicles leaving the site's interior parking area.
6. Condition of Approval: It shall be the continuing obligation of the property owner to maintain required landscaped areas free of weeds and noxious vegetation. The minimum required amount of landscape materials shall be maintained.
7. Condition of Approval: The ground in all required landscaped areas must be properly prepared with suitable soil and fertilizer. Specifications shall be submitted to the City prior to issuance of building permits showing that adequate preparation of the top soil and sub-soil will be undertaken prior to planting to support the long-term viability of the plantings.

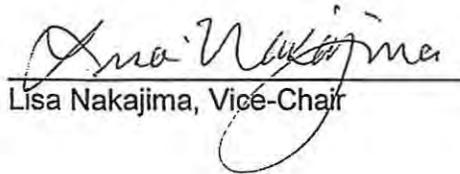
8. Condition of Approval: Installation of landscaping shall be done in accordance with Development Code Section 10.8.410(C). Landscaping shall be protected from vehicular damage by some form of wheel guard or curb.
9. Condition of Approval: The applicant shall provide fence design specifications demonstrating compliance with Development Code Section 10.8.425(B)(7) for approval by the Community Development Director.
10. Condition of Approval: Refuse storage and recycling collection areas shall be design so that there is a minimum 10 feet of horizontal clearance and 8 feet of vertical clearance to accommodate collection vehicles.
11. Condition of Approval: Prior to issuance of building permits, the applicant shall show on construction documents material specifications for the refuse/recycling area enclosure. The enclosure must be designed for access by refuse/recycling collection vehicles as required by Waste Management Corporation.
12. Condition of Approval: Prior to issuance of building permits the applicant shall provide construction details for design of commercial entries meeting the requirements of Development Code Section 10.8.700(C)
13. Condition of Approval: Prior to issuance of building permits, provide construction drawings for windows in sufficient detail to demonstrate compliance with Development Code Section 10.8.700(C)
14. Condition of Approval: Plastic and/or chain link fences are prohibited in the Town Center. Wood fences shall be painted in compliance with Development Code Section 10.8.710(D)(7)(b).
15. Condition of Approval: The applicant must provide lighting specifications for City review and approval prior to issuance of building permits.
16. Condition of Approval: identify visitor parking spaces (need to address how access gate will function)
17. Condition of Approval: Off-street parking shall be improved with an asphalt surface to specifications approved by the Building Official. The driveway adjacent to the refuse/recycling collection area must be concrete for collection vehicles.
18. Condition of Approval: All parking spaces shall be marked using permanent paint.
19. Condition of Approval: All interior drives and access aisles shall be marked as to direction of traffic flow to maintain vehicular and pedestrian safety.
20. Condition of Approval: Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicles turning and maneuvering based on the standards shown in Development Code Figures 8-6 and 8-7.
21. Condition of Approval: Parking space along the boundaries of the parking lot or adjacent to interior landscaped areas or pedestrian pathways shall be provided with

a wheel stop at least four inches high located 1.5 feet back from the front of the parking stall as defined in Figure 8-6.

22. Condition of Approval: Designate one parking stall for loading and unloading near a building entrance.
23. Condition of Approval: Off street-parking and loading areas shall provide stormwater drainage approved by the City Engineer in accordance with City standards. Off-street parking and loading areas shall be drained so there is no flow of water across public sidewalks.
24. Condition of Approval: The Building Division requested that final construction documents show the location of ADA compliant spaces on the parking plan.
25. Condition of Approval: Applicant shall improve the current sidewalk ramp on Pacific Avenue to current ADA standards.
26. Condition of Approval: Applicant shall extend the public storm system for connection to the site
27. Condition of Approval: Applicant shall provide a storm water report documenting Clean Water Services design and construction requirements.
28. Condition of Approval: Applicant shall replace the sanitary sewer main serving the project with a manhole connection as required by the City Engineer.
29. Condition of Approval: Project must adhere to applicable construction standards and requirements.
30. Condition of Approval: The applicant must provide sign specifications for City review and approval prior to issuance of building permits specifically required for address signage meeting Fire Department requirements.
31. Condition of Approval: Applicant shall update fire hydrants that serve this site (B Street at Pacific Avenue and B Street at 21st Avenue) to current city standards of 3 hose connection points, with a 4" storz type thread connection on the "steamer port". We are considering the hydrants on B Street at Pacific Avenue and 21st Avenue, as well as on A Street at 21st Avenue and Pacific Avenue as those that serve this site.
32. Condition of Approval: Applicant shall locate a Knox Box key box in an approved location.
33. Condition of Approval: Applicant shall provide a fire department standpipe system to protect the parking lot.
34. Condition of Approval: Prior to issuance of building permits for signage, applicant must provide sign specifications for any hanging or projecting signs for City review and approval.

35. Condition of Approval: Prior to issuance of building permits for signage, the applicant must provide sign specifications for any window signs for City review and approval.

36. Condition of Approval: Prior to issuance of building permits for signage, the applicant must provide sign specifications for any information and directional signs for City review and approval.


Lisa Nakajima, Vice-Chair


Date

Supplemental Parking Analysis
Kittelson and Associates
December 15, 2015

Per your request, we have prepared a parking demand estimate for the proposed development based on information provided in *Parking Generation, 4th Edition*, published by the Institute of Transportation Engineers (ITE). Per ITE, average peak period parking demand at a low to mid-rise apartment complex (ITE Land Use 221) is approximately 1.23 parking stalls per dwelling unit within a suburban area (the rate is slightly lower within an urban area – 1.20 parking stalls per dwelling unit). Based on the proposed development plan, the 78 apartment units are expected to generate demand for approximately 96 parking stalls (78 x 1.23) during the peak period. In order to allow for some flexibility in the parking supply, we typically recommend that peak period parking demand not exceed 85 percent of the parking supply. Therefore, 113 parking stalls (96 / 0.85) should be sufficient to accommodate demand from the proposed apartments.

It is our understanding that the retail/commercial component of the proposed development consists of 2,500 square-feet of gross floor area. Based on a review of the available land uses within ITE and our understanding of the study area, two potential land uses were assumed for the analysis, including a high-turnover (sit-down) restaurant (ITE Land Use 932) and a coffee/donut shop without a drive through window (ITE Land Use 936). Per ITE, average peak period parking demand at a high turn-over (sit-down) restaurant is approximately 10.60 vehicles per 1,000 square feet of gross floor area within a suburban area (the rate is significantly lower within an urban area – 5.55 parking stalls per 1,000 square-feet). Based on the proposed development plan, a 2,500 square-foot restaurant could generate demand for approximately 27 parking stalls (2,500 / 1,000 x 10.55) during the peak time period. Again, in order to allow for some flexibility in the parking supply, 31 parking stalls (27 / 0.85) should be sufficient to accommodate demand from a 2,500 square-foot restaurant. The following table provides a summary of the parking estimate.

Land Use	ITE Code	Size	Rate	Average Peak Hour Parking Demand	Parking Supply ¹
Low/Mid-Rise Apartments	221	78 Units	1.23 per dwelling unit	96 (94)	113 (110)
High-Turnover (Sit-Down) Restaurant	932	2,500 Square Feet	10.55 per 1,000 square feet of gross floor area	27 (14)	31 (16)
Total				123 (108)	144 (126)

Suburban (urban)

Per ITE, average peak period parking demand at a coffee/donut shop without a drive through window is approximately 13.56 vehicles per 1,000 square feet of gross floor area (ITE does not provide a separate rate for urban versus suburban). Based on the proposed development plan, a 2,500 square-foot coffee shop could generate demand for approximately 34 parking stalls (2,500 / 1,000 x 13.56) during the peak time period. Again, in order to allow for some flexibility in the parking supply, 40 parking stalls (34 / 0.85) should be sufficient to accommodate demand from a 2,500 square-foot coffee shop. The following table provides a summary of the parking estimate.

Land Use	ITE Code	Size	Rate	Average Peak Hour Parking Demand	Parking Supply ¹
Low/Mid-Rise Apartments	221	78 Units	1.23 per dwelling unit	96 (94)	113 (110)
Coffee/Donut Shop without Drive-Through Window	936	2,500 Square Feet	13.56 per 1,000 square feet of gross floor area	34	40
Total				130 (128)	153 (150)

Suburban (urban)

As shown above, the proposed development is expected to generate demand for approximately 108 to 130 parking stalls during peak periods. Also, the minimum parking supply necessary to accommodate demand is 126 to 153 parking stalls. This estimate exceeds the proposed parking supply shown in the current site plan (96 parking stalls) by 30 to 57 parking stalls.



A place where businesses and families thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	<u>7.</u>
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: January 11, 2016

PROJECT TEAM: Rob Foster, Public Works Director
Paul Downey, Director of Administrative Services
Derek Robbins, Project Engineer

SUBJECT TITLE: Public Hearing and Resolution Fixing Water System Development Charges for the City of Forest Grove; Repealing Section I of Resolution No. 2007-64

ACTION REQUESTED: Ordinance Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

City staff has determined that based on an update of capital improvement needs and a review of the water system development charge (SDC), an increase in the water SDC is necessary, based on methodology outlined in a consultant's study.

BACKGROUND:

The City has a water SDC fee that is adjusted periodically based upon revised capital improvement needs. Furthermore, adjustment occurs every year for inflation based on the Engineering News Record Construction Cost Index-Seattle Area. The last increase based on capital improvement needs occurred in December 2007. Recently, Financial Consulting Solutions Group (FCSG) was hired to analyze our current SDC against updates to our capital improvement needs. Representatives from FCSG attended an April 27, 2015 City Council work session to discuss the methodology used. FCSG study is attached to this staff report (Exhibit A).

Council raised the policy question at the April 27th work session meeting of establishing specific areas to charge different Water SDCs. Historically, SDCs have been assessed uniformly across service areas based on system-wide average costs (i.e. City Wide SDC). However, location can be an important indicator of relative cost of serving development. Use of area-specific SDCs based on the location solely benefiting from the capital projects is sometimes used. Consideration of area-specific SDCs is recommended where cost of new service differences may be significant. At this time staff recommends postponing further discussions for and area-specific SDC until more work is done to analyze cost of providing services in different areas. One of the critical components to this

future analysis will be updated information from the Westside Planning Study on the potential number and type of housing units in the David Hill area.

In addition, staff published legal notices and sent written notification to interested parties (i.e., Oregon Manufacturing Housing Association and Home Builders Association) as required by ORS 223.304 and no oral or written testimony was received.

FISCAL IMPACT:

Currently the City is collecting a \$4,820 SDC charge for a ¾" water meter. The updated SDC to be applied to new development throughout the City is \$5,478.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached resolution and to increase the water SDC fee.

ATTACHMENT(s):

- (1) Exhibit A, FCSG Study (portion that pertains to SDC)
- (2) Resolution Fixing Water System Development Charges for the City of Forest Grove and Repealing Section 1 of Resolution No. 2007-64

SDC Background

Key Characteristics

1. SDCs are one-time charges, not ongoing rates.
2. SDCs are for capital only, in both their calculation and in their use.
3. Properties which are already developed do not pay SDCs unless they “redevelop.”
4. SDCs include both future and existing cost components.
5. SDCs are for general facilities, not “local” facilities.



Reimbursement Fee
$\frac{\text{Eligible cost or value of unused capacity in existing facilities}}{\text{Growth in system capacity demand}}$

Improvement Fee
$\frac{\text{Eligible cost of planned capacity-increasing facilities}}{\text{Growth in system capacity demand}}$

+

System Development Charge
<p>\$ per unit of capacity</p>



Calculation of SDCs

	Uniform	Area-Specific		
SDC Fee Portion	SDCs	Citywide Charge	Overlay Surcharge	Total Charge in Overlay Area
Reimbursement Fee	\$1,841	\$1,841		\$1,841
Improvement Fee	\$3,604	\$3,178	\$2,710	\$5,888
Compliance Fee	\$33	\$30	\$16	\$46
Total SDC	\$5,478	\$5,049	\$2,726	\$7,775
Current SDC	\$4,707			

City of Forest Grove



Final Report for
WATER RATE AND
SYSTEM DEVELOPMENT
CHARGE UPDATE

January, 2016

FCS GROUP

4000 Kruse Way Place Building 1, Suite 220
Lake Oswego, OR 97035
T: 503.841.6543

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SECTION I: INTRODUCTION

This section describes the policy context and project scope upon which the body of this report is based. The report provides a financial plan that will allow the City of Forest Grove (City) water utility to implement its capital improvement plan while meeting its other financial obligations and policy objectives. The two components of this plan are calculating a revenue requirement that includes fiscal policy recommendations and computing an updated water system development charge (SDC).

A. RATE REVENUE REQUIREMENT

The revenue requirement analysis determines the amount of rate revenue needed to meet the utility's annual financial obligations. Since the water utility is a standalone entity, it must be financially independent and set rates to accomplish this. Prudent fiscal management requires that utility rates should be set as low as possible, yet sufficient to provide for the long-term sustainability of the water utility. In this report, we determine the rate revenue necessary to accomplish these goals.

B. SYSTEM DEVELOPMENT CHARGES

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish SDCs. These are one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two types of SDCs:

- ♦ A reimbursement fee that is designed to recover "costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists"
- ♦ An improvement fee that is designed to recover "costs associated with capital improvements to be constructed"

ORS 223.304(1) states, in part, that a reimbursement fee must be based on "the value of unused capacity available to future system users or the cost of existing facilities" and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must "promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities." A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon's SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement

fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon's SDC law.

C. PROJECT

In January, 2015, the City contracted with FCS GROUP to perform both a revenue requirement and SDC update. We conducted the study using the following general approach:

- ◆ **Framework for Charges.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis.
- ◆ **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of planned facility costs and calculate SDC rates. We also worked with City staff to perform a detailed financial analysis with projected costs and utility revenue requirements.
- ◆ **Report Preparation.** In this step, we documented the calculation of the water rates and SDCs.

SECTION II: REVENUE REQUIREMENT

This section provides a summary of the detailed rate revenue requirement analysis for the water utility.

A. SELF-SUFFICIENT ENTERPRISE FUND

Because the water utility operates as a self-supporting enterprise fund, utility rates are established such that the utility recovers the full cost of all expenditures, debt service, capital projects, and agreed-upon levels of system reinvestment and reserves.

B. ASSUMPTIONS

Costs of the water utility consist of operations and maintenance (O&M), capital, and payments on existing debt. We used the City's water fund planning model to project the utility's costs into the future. Additionally, City staff provided a capital project list, information on forecasted additional employees, and water demand projections.

O&M costs include personnel services, materials and services for utility operation, transfers, and timber harvesting. The City owns watershed property on which it harvests timber. Staff estimates net revenue from timber harvesting will total \$740,000 per year for the water utility. We estimate total O&M for fiscal year (FY) 2014-15 to be \$3,612,282. The City expects to add 0.5 FTE in FY 2015-16 costing \$46,000.

Capital expenditures are based on the projects identified by City staff and the Forest Grove Water Master Plan. Construction costs over the next 21 years total over \$53 million. Annual costs are based on the number of projects in the given year, with FY 2014-15 capital costs totaling \$935,000. Five year construction costs, including inflation, equal \$6.3 million. Two years, FY 2024-25 and FY 2029-30, contain expenditures of over \$13 million, each constituting about a quarter of total capital expenditures in the analysis period. Please see **Appendix A** for a complete list of projects and project costs.

The City will also continue to satisfy all existing debt obligations. This includes a 2003 full faith and credit bond set to end in FY 2022-23 on which the City pays about \$360,000 per year. The other water utility debt is a Scoggins Reservoir debt issuance that will end in FY 2036-37 for which the City pays about \$72,000 per year.

C. PROJECTIONS

A summary of O&M expenditures, capital expenditures, revenues, rate levels, and fund balances is displayed in **Exhibit 2.1**. See **Appendix A** for full details. The capital expenditures vary annually but regularly hover around \$1.3 million. The large capital expenditure in FY 2024-25, retrofitting

Scoggins dam, is the large capital expenditure around which the City must plan its rates. Without a smoothed rate increase, the City would require a rate increase in FY 2024-25 of over 120 percent.

Exhibit 2.1: Water Fund Summary

Capital Funding	Fiscal Year Ending 6/30:											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Total Capital Projects	\$ 935,742	\$ 1,513,183	\$ 1,371,289	\$ 1,389,736	\$ 1,121,552	\$ 3,380,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,428	\$ 13,244,854	
Other Outside Sources	-	-	-	-	-	-	-	-	-	-	-	
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	
Other Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-	
Revenue Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	
Use of Improvement Fee Fund Balance	-	398,800	695,025	955,253	274,599	413,873	-	-	-	275,428	1,697,326	
Use of Reimbursement Fee Fund Balance	652,725	197,890	231,220	235,991	240,712	245,526	204,543	-	477,135	-	535,230	
Use of Capital Fund Balance	-	916,692	445,044	198,492	606,241	2,721,038	-	-	1,102,135	-	11,012,298	
Direct Rate Funding	283,017	-	-	-	-	-	-	-	-	-	-	
Total Funding Sources	\$ 935,742	\$ 1,513,183	\$ 1,371,289	\$ 1,389,736	\$ 1,121,552	\$ 3,380,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,428	\$ 13,244,854	

Revenue Requirements	Fiscal Year Ending 6/30:											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Revenues												
Rate Revenues Under Existing Rates	\$ 3,725,318	\$ 3,768,481	\$ 3,812,507	\$ 3,857,413	\$ 3,903,218	\$ 3,949,938	\$ 3,981,984	\$ 4,030,346	\$ 4,079,676	\$ 4,129,993	\$ 4,181,316	
Non-Rate Revenues	1,318,128	1,304,741	1,304,814	1,304,894	1,304,941	1,305,016	1,305,082	1,305,168	1,305,246	1,305,301	1,303,574	
Total Revenues	\$ 5,043,446	\$ 5,073,221	\$ 5,117,320	\$ 5,162,307	\$ 5,208,159	\$ 5,254,954	\$ 5,287,066	\$ 5,335,514	\$ 5,384,923	\$ 5,435,294	\$ 5,484,890	
Expenses												
Cash Operating Expenses	\$ 3,612,282	\$ 3,734,726	\$ 3,816,290	\$ 3,901,103	\$ 3,989,324	\$ 4,081,112	\$ 4,175,685	\$ 4,275,080	\$ 4,378,578	\$ 4,486,373	\$ 4,598,673	
Existing Debt Service	435,887	433,078	435,132	431,912	433,555	434,924	436,019	436,840	432,387	432,387	432,387	
New Debt Service	-	-	-	-	-	-	-	-	-	-	-	
Rate Funded CIP	283,017	-	-	-	-	-	-	-	-	-	-	
Rate Funded System Reinvestment	-	-	-	-	-	-	-	-	-	-	-	
Total Expenses	\$ 4,331,186	\$ 4,167,806	\$ 4,251,421	\$ 4,333,015	\$ 4,422,879	\$ 4,516,036	\$ 4,611,704	\$ 4,711,920	\$ 4,810,965	\$ 4,959,170	\$ 5,131,470	
Annual Surplus / (Deficiency)	\$ 712,260	\$ 905,416	\$ 865,899	\$ 829,291	\$ 785,280	\$ 738,918	\$ 675,363	\$ 623,594	\$ 573,958	\$ 476,124	\$ 353,420	
Net Revenue from Rate Increases	-	125,302	254,220	390,554	534,702	687,083	844,825	1,014,339	1,193,436	1,382,633	1,582,465	
Use of Operating Reserves	-	-	-	-	-	-	-	-	-	-	-	
Net Surplus / (Deficiency)	\$ 712,260	\$ 1,030,718	\$ 1,120,119	\$ 1,219,845	\$ 1,319,982	\$ 1,426,001	\$ 1,520,188	\$ 1,637,933	\$ 1,767,395	\$ 2,258,757	\$ 2,935,885	
Annual Rate Adjustment	0.00%	3.50%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	
Cumulative Rate Adjustment	0.00%	3.50%	7.02%	10.66%	14.42%	18.31%	22.33%	26.49%	30.79%	35.24%	39.84%	
Base Monthly Bill (SFR 3/4" 7 kgal usage)	\$ 33.26	\$ 34.42	\$ 35.59	\$ 36.80	\$ 38.06	\$ 39.35	\$ 40.69	\$ 42.07	\$ 43.50	\$ 44.98	\$ 46.51	
Rate Revenues After Rate Increase	\$ 3,725,318	\$ 3,900,377	\$ 4,080,106	\$ 4,268,522	\$ 4,466,062	\$ 4,673,183	\$ 4,871,274	\$ 5,098,072	\$ 5,335,926	\$ 5,585,396	\$ 5,847,068	
Net Cash Flow After Rate Increase	712,260	1,037,312	1,133,499	1,240,401	1,348,125	1,462,163	1,564,652	1,691,319	1,830,208	2,331,527	2,479,172	
Coverage After Rate Increases	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

Fund Balances	Fiscal Year Ending 6/30:											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Operating Fund	\$ 1,290,140	\$ 1,304,700	\$ 1,320,721	\$ 1,330,263	\$ 1,345,161	\$ 1,358,484	\$ 1,375,577	\$ 1,391,270	\$ 1,402,281	\$ 1,056,791	\$ 1,075,505	
Capital (Reserve) Fund	3,389,622	3,512,630	4,202,627	5,256,007	6,009,273	4,767,122	6,338,517	8,045,835	8,803,127	11,524,159	3,029,941	
SDC Improvement Fee Fund	3,384,730	3,218,306	2,758,929	2,041,420	2,005,456	1,834,606	2,003,590	2,254,793	2,512,076	2,500,137	1,071,259	
SDC Reimbursement Fee Fund	197,860	231,220	235,991	240,712	245,526	250,437	218,077	477,135	265,513	535,230	276,433	
Debt Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	
Total	\$ 8,262,352	\$ 8,266,856	\$ 8,518,269	\$ 8,868,402	\$ 9,605,416	\$ 8,210,646	\$ 9,935,760	\$ 12,169,033	\$ 12,982,996	\$ 15,616,317	\$ 5,453,138	
Combined Minimum Target Balance	\$ 1,141,660	\$ 1,151,908	\$ 1,164,437	\$ 1,170,789	\$ 1,182,373	\$ 1,192,707	\$ 1,205,801	\$ 1,217,776	\$ 1,224,921	\$ 875,906	\$ 889,941	

D. RECOMMENDATIONS

We recommend that the City raise water rates by 3.5 percent in FY 2015-16 and then implement annual increases of 3.4 percent per year thereafter through FY 2024-25. This will allow the City to implement its capital improvement plan without new debt.

SECTION III: SDC CALCULATIONS

SDCs are one-time fees imposed on new and increased development to recover the cost of system facilities needed to serve that growth. This section provides the rationale and calculations for proposed water SDCs. As discussed above, a SDC can include three components: a reimbursement fee, an improvement fee, and compliance cost recovery. Below we provide detailed calculations for each component of the fee. Additionally, we provide analysis on the potential for a SDC overlay in the David Hill area.

A. GROWTH CALCULATION

In FY 2014-15, the City had 8,169 meter equivalents (MEs) with one ME representing the flow capacity of a 5/8" x 3/4" water meter (**Exhibit 3.1**). Using current MEs and projected average daily demand from scenario B of the Forest Grove Water Master Plan, it is estimated that each ME uses 425 gallons. Assuming constant water demand per ME between now and system buildout in 2050, we project the number of MEs to be 14,550 in FY 2049-50. This increase of 6,382 MEs during the planning period serves as the denominator in the SDC equation (**Exhibit 3.2**).

Exhibit 3.1: Calculation of 2015 Meter Equivalents			
	Accounts	Flow Factor (based on 5/8"x3/4" meters)	Meter Equivalents
3/4" & less	5,580	1.00	5,580
1"	293	2.50	733
1.5"	63	5.00	315
2"	79	8.00	632
3"	24	16.00	384
4"	17	25.00	425
6"	2	50.00	100
Total	6,122		8,169

Source: City of Forest Grove, compiled by FCS GROUP.

Exhibit 3.2: Meter Equivalents, 2015-2050				
	2015	2050	New MEs	CAGR
Average Daily Demand (in million gallons)	3.48	6.19		1.66%
Meter Equivalents	8,169	14,550	6,382	

Source: 2010 City of Forest Grove Water Master Plan Update Scenario B, compiled by FCS GROUP.

A portion of this projected growth will occur in David Hill, an area that the City is considering for an SDC overlay. Total estimated growth in MEs in the David Hill area is shown in **Exhibit 3.3**. MEs were derived using data in the Water Master Plan. Commercial MEs were derived from the estimated commercial developable acres converted to gallons per day usage and applied to the Master Plan's estimated gallons per dwelling unit. We assume each dwelling equals one ME.

**Exhibit 3.3: David Hills Urban Reserve Area -
Estimated ME Growth**

	Est. MEs
Commercial	66
Residential Medium-Low Density	202
Residential 7,000 SF per unit	737
Total	1,005

Source: 2010 City of Forest Grove Water Master Plan Update, compiled by FCS GROUP.

B. REIMBURSEMENT FEE COST BASIS

As stated in **Section I**, the reimbursement fee is to be based on the value or cost of existing system “unused capacity available to future system users.” We took several steps to arrive at the present unused capacity in the water system.

- ◆ The total ME capacity per asset category was calculated based on number of MEs in 2010 and the unused capacity from the 2010 Forest Grove Water Rate and SDC Study.
- ◆ Available capacity in 2015 for each asset category was calculated using 2015 MEs as a percent of total capacity in MEs.
- ◆ All assets added between the previous SDC study and 2015 were categorized and assumed to have the same percent unused capacity as all other assets in the specified category.

Based on this analysis, **Exhibit 3.4** shows the total reimbursement fee cost basis for water. Note that the reimbursement fee is charged without regard to a SDC overlay since this is a reimbursement for previously built infrastructure.

Exhibit 3.4: Reimbursement Cost Basis					
Asset Category	Original Cost*	Available Capacity in 2010*	Total capacity in MEs	Available capacity in 2015**	Cost of Available Capacity - 2015
City Treatment	\$ 622,572	18.9%	9,442	13.5%	\$ 83,971
JWC Treatment	9,431,622	69.9%	25,453	67.9%	6,404,765
Storage	1,183,242	4.6%	8,023	0.0%	-
Transmission	867,503	25.0%	10,207	20.0%	173,231
Meters & Services	1,216,932	0.0%	7,655	0.0%	-
Hydrants	222,552	18.9%	9,442	13.5%	30,017
Supply	8,557,577	49.5%	15,162	46.1%	3,947,076
Distribution	2,858,219	18.9%	9,442	13.5%	385,508
Pumping	210,808	25.0%	10,207	20.0%	42,096
General Plant	3,017,147	47.1%	14,472	43.6%	1,314,156
Assets added since 2010 - General Assets***	15,662	-	-	43.6%	6,822
Assets added since 2010 - Treatment Assets***	115,254	-	-	13.5%	15,545
Total	\$ 28,319,089				\$ 12,403,188

Source: City staff, compiled by FCS GROUP.

Note: Change in capacity calculated as the change from 2010 (7,655 MEs) to 2015 (8,169 MEs).

*Original asset cost and available capacity in 2010 from 2010 Water Rate and SDC Study.

**2015 Capacity calculated by dividing the remainder of 2015 MEs by the assumed asset ME capacity.

*** Assets added after 2010 assumed to have unused capacity of assets of a similar category.

C. IMPROVEMENT FEE COST BASIS

The improvement fee portion of the SDC is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that can be included in the improvement fee cost basis is determined by the extent to which the project creates capacity for future users. As shown in **Exhibit 3.5**, the total SDC-eligible costs for the improvement fee portion of the SDC is \$26,189,024. **Appendix A** has a list of projects and SDC eligibility. The eligible portion shown in the exhibit is a weighted average of all project allocations.

Exhibit 3.5: SDC-Eligible Costs			
	Total Project Costs	Eligible Portion	SDC-Eligible Cost
Amount	54,064,360	48.44%	26,189,024

Source: City Staff, compiled by FCS GROUP.

A portion of these project costs would specifically benefit development in the David Hill area and can therefore be included in an overlay cost basis. **Exhibit 3.6** shows the total project costs and the SDC-eligible portions for projects that could be included in an overlay cost basis.

Exhibit 3.6: David Hill Area Projects			
Project Name	Total Cost	Eligible Portion	SDC-Eligible Cost
David Hill Waterline	414,800	0.0%	-
Land Acquisition - David Hill Area	172,800	0.0%	-
David Hill URA Pump Station Upgrade (additional pumps)	129,600	100.0%	129,600
David Hill URA Pump Station	604,900	100.0%	604,900
David Hill URA PRV	345,700	100.0%	345,700
1.0 MG David Hill Reservoir	1,642,000	100.0%	1,642,000
Total	\$ 2,895,000	94.0%	\$ 2,722,200

Source: City Staff, compiled by FCS GROUP.

D. ADJUSTMENTS

ORS 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” After discussions with City staff, this SDC methodology assumes compliance costs of 0.6 percent of the reimbursement and improvement cost bases.

The reimbursement and improvement fee costs bases must also be adjusted to account for any unspent SDC monies the City has available to avoid double-charging customers for improvements. The SDC fund balance monies are subtracted from the respective cost bases.

E. INDEXING

Oregon law (ORS 223.304) also allows for the periodic indexing of system development charges for inflation, as long as the index used is:

- “(A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.”

We recommend that the City index its charges to the Engineering News Record 20-City Average Construction Cost Index, and adjust the charges annually as per that index. There is no comparable Oregon-specific index.

F. CALCULATED SDC

Dividing the sum of the cost bases described above by projected growth of 6,382 MEs produces the proposed water SDC. **Exhibit 3.7** summarizes the components of the water SDC. The total SDC is \$5,478 per ME. This includes a \$1,841 reimbursement fee, a \$3,604 improvement fee, and a \$33 compliance fee.

Exhibit 3.7: Citywide SDC	
Reimbursement Fee	
Cost of Net Unused Capacity	\$ 12,403,188
Less: Unused SDC Fund Balance	\$ (652,725)
Reimbursement Cost Basis	\$ 11,750,463
Growth to End of Planning Period	6,382 Meter Equivalents
Reimbursement Fee	\$ 1,841 per ME
Improvement Fee	
Capacity Expanding Projects	\$ 26,189,024
Less: Unused SDC Fund Balance	\$ (3,186,831)
Improvement Fee Cost Basis	\$ 23,002,193
Growth to End of Planning Period	6,382 Meter Equivalents
Improvement Fee	\$ 3,604 per ME
Total System Development Charge	
Reimbursement Fee	\$ 1,841 per ME
Improvement Fee	\$ 3,604 per ME
SDC Subtotal	\$ 5,446 per ME
plus: Administrative Cost Recovery 0.60%	\$ 33 per ME
Total Water SDC	\$ 5,478 per ME

If the City implements an SDC overlay, the citywide SDC will be slightly less than the total above, and the combined (citywide plus overlay) SDC in the David Hill area will be significantly higher. **Exhibit 3.8** summarizes the components of the water SDC with a David Hill overlay. Note that because certain projects are only charged in the overlay, the citywide SDC decreases.

Exhibit 3.8: Citywide SDC and David Hill Overlay		
Citywide Reimbursement Fee		
Cost of Net Unused Capacity Citywide	\$ 12,403,188	
Less: Unused SDC Fund Balance	\$ (652,725)	
Reimbursement Cost Basis	\$ 11,750,463	
Citywide Growth to End of Planning Period	6,382	Meter Equivalents
Citywide Reimbursement Fee	\$ 1,841	per ME
Citywide Improvement Fee		
Capacity Expanding Projects Citywide	\$ 23,466,824	
Less: Unused SDC Fund Balance	\$ (3,186,831)	
Improvement Fee Cost Basis	\$ 20,279,993	
Citywide Growth to End of Planning Period	6,382	Meter Equivalents
Citywide Improvement Fee	\$ 3,178	per ME
David Hill Area-Specific Charge		
David Hill Capacity Expanding Projects	\$ 2,722,200	
David Hill Growth to End of Planning Period	1,005	Meter Equivalents
David Hill Area-Specific Improvement Fee	\$ 2,710	per ME
Total David Hill System Development Charge		
Citywide Reimbursement Fee	\$ 1,841	per ME
Citywide Improvement Fee	\$ 3,178	per ME
David Hill Area-Specific Improvement Fee	\$ 2,710	per ME
David Hill SDC Subtotal	\$ 7,729	per ME
plus: Administrative Cost Recovery	0.60%	\$ 46 per ME
Total David Hill Water SDC	\$ 7,775	per ME
Total Other Area System Development Charge		
Citywide Reimbursement Fee	\$ 1,841	per ME
Citywide Improvement Fee	\$ 3,178	per ME
SDC Subtotal	\$ 5,019	per ME
plus: Administrative Cost Recovery	0.60%	\$ 30 per ME
Total Other Area SDC	\$ 5,049	per ME

G. COMPARISON OF PROPOSED AND CURRENT SDCS

Proposed SDCs are higher than the current SDCs both with and without the SDC overlay. **Exhibit 3.9** shows the current and proposed SDCs per ME as well as the percent change of proposed SDCs both with and without the SDC overlay.

Exhibit 3.9: System Development Charge Percent Change				
	Current Fee	Citywide % Change - No Overlay	Citywide % Change - with Overlay	David Hill % Change - with Overlay
Per ME (One ME = 3/4" Meter)	\$4,707	\$5,478	\$5,049	\$7,775
Percent Change	0%	16.4%	7.3%	65.2%

Source: City of Forest Grove, compiled by FCS GROUP.

H. FEE BASIS

In order to impose water SDCs on an individual property, the number of MEs must be determined by the size of the property's water meter, as shown in **Exhibit 3.10**.

Exhibit 3.10: System Development Charge Comparison				
	Flow Factor	Citywide No overlay	Citywide with Overlay	David Hill Overlay
3/4" Meter or Less	1.00	\$5,478	\$5,049	\$7,775
1" Meter	2.50	13,695	12,623	19,438
1 1/2" Meter	5.00	27,390	25,245	38,875
2" Meter	8.00	43,824	40,392	62,200
3" Meter	16.00	87,648	80,784	124,400
4" Meter	25.00	136,950	126,225	194,375
6" Meter	50.00	273,900	252,450	388,750

Source: City of Forest Grove, compiled by FCS GROUP.

APPENDIX

**City of Forest Grove
Water Rate and SDC Study
Summary**

Capital Funding	Fiscal Year Ending 6/30										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Capital Projects	\$ 895,742	\$ 1,513,183	\$ 1,371,289	\$ 1,369,736	\$ 1,121,552	\$ 3,390,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,420	\$ 13,244,854
Other Outside Sources	-	-	-	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-
Other Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-
Revenue Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-
Use of Improvement Fee Fund Balance	-	398,600	695,025	955,253	274,599	413,873	-	-	-	375,420	1,697,320
Use of Reimbursement Fee Fund Balance	652,725	197,690	231,220	235,991	240,712	245,526	204,543	-	477,135	-	535,230
Use of Capital Fund Balance	-	916,692	445,044	198,492	806,241	2,721,038	-	-	1,102,135	-	11,912,298
Direct Rate Funding	243,017	-	-	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 895,742	\$ 1,513,183	\$ 1,371,289	\$ 1,369,736	\$ 1,121,552	\$ 3,390,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,420	\$ 13,244,854

Revenue Requirements	Fiscal Year Ending 6/30										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues											
Rate Revenues Under Existing Rates	\$ 3,725,318	\$ 3,769,481	\$ 3,812,507	\$ 3,857,413	\$ 3,903,718	\$ 3,949,939	\$ 3,997,894	\$ 4,036,348	\$ 4,079,676	\$ 4,120,963	\$ 4,181,516
Non-Rate Revenues	1,318,178	1,304,741	1,304,816	1,304,494	1,304,941	1,305,016	1,305,282	1,305,169	1,305,340	1,305,301	1,303,574
Total Revenues	\$ 5,043,496	\$ 6,073,221	\$ 6,117,320	\$ 5,162,307	\$ 5,208,159	\$ 5,254,954	\$ 5,297,066	\$ 5,335,514	\$ 5,384,923	\$ 5,426,294	\$ 5,484,890
Expenses											
Cash Operating Expenses	\$ 3,612,282	\$ 3,734,726	\$ 3,816,290	\$ 3,901,103	\$ 3,989,324	\$ 4,081,112	\$ 4,175,685	\$ 4,275,080	\$ 4,376,578	\$ 4,486,373	\$ 4,598,673
Existing Debt Service	435,687	433,078	435,132	431,912	433,555	434,924	436,019	436,840	432,387	72,707	72,797
New Debt Service	-	-	-	-	-	-	-	-	-	-	-
Rate Funded CIP	283,017	-	-	-	-	-	-	-	-	-	-
Rate Funded System Replacement	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	\$ 4,331,186	\$ 4,167,806	\$ 4,251,421	\$ 4,333,015	\$ 4,422,879	\$ 4,516,036	\$ 4,611,704	\$ 4,711,920	\$ 4,810,965	\$ 4,559,170	\$ 4,671,470
Annual Surplus / (Deficiency)	\$ 712,260	\$ 905,416	\$ 865,899	\$ 829,291	\$ 785,280	\$ 738,918	\$ 675,363	\$ 623,594	\$ 573,958	\$ 876,124	\$ 813,420
Net Revenue from Rate Increases	-	125,302	254,220	390,554	534,702	687,083	844,825	1,014,339	1,193,436	1,382,633	1,582,485
Use of Operating Reserves	-	-	-	-	-	-	-	-	-	-	-
Net Surplus / (Deficiency)	\$ 712,260	\$ 1,030,718	\$ 1,120,119	\$ 1,219,845	\$ 1,319,982	\$ 1,426,001	\$ 1,520,188	\$ 1,637,933	\$ 1,787,396	\$ 2,268,757	\$ 2,365,895
Annual Rate Adjustment	0.00%	3.90%	3.40%	3.40%	3.43%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%
Cumulative Rate Adjustment	0.00%	3.90%	7.29%	10.69%	14.12%	17.51%	20.92%	24.32%	27.72%	31.12%	34.52%
Base Monthly Bill (SFR 314" 7 legal usage)	\$ 33.26	\$ 34.42	\$ 35.59	\$ 36.80	\$ 38.06	\$ 39.35	\$ 40.69	\$ 42.07	\$ 43.50	\$ 44.98	\$ 46.51
Rate Revenue After Rate Increase	\$ 3,725,318	\$ 3,960,377	\$ 4,080,106	\$ 4,200,532	\$ 4,468,082	\$ 4,673,183	\$ 4,871,274	\$ 5,090,072	\$ 5,335,926	\$ 5,585,396	\$ 5,947,069
Net Cash Flow After Rate Increase	712,260	1,637,312	1,133,499	3,260,401	1,348,125	1,462,163	1,568,852	1,691,519	1,630,208	2,331,627	2,479,172
Coverage After Rate Increases	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Fund Balances	Fiscal Year Ending 6/30										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Operating Fund	\$ 1,290,140	\$ 1,304,700	\$ 1,320,721	\$ 1,338,203	\$ 1,357,181	\$ 1,377,494	\$ 1,375,577	\$ 1,391,270	\$ 1,432,201	\$ 1,099,791	\$ 1,075,505
Capital (Reserve) Fund	3,389,622	3,512,630	4,262,627	5,256,007	6,009,273	4,767,122	6,339,517	8,045,835	8,833,127	11,524,159	3,029,941
SDC Improvement Fee Fund	3,384,730	3,218,306	2,759,829	2,041,420	2,005,456	1,834,606	2,003,590	2,264,793	2,512,076	2,500,137	1,071,250
SDC Reimbursement Fee Fund	197,890	231,220	235,961	240,712	245,526	250,437	216,077	477,135	265,513	535,230	276,433
Debt Reserve Fund	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 8,262,382	\$ 8,266,956	\$ 8,519,289	\$ 8,869,402	\$ 9,405,416	\$ 9,210,648	\$ 9,935,760	\$ 12,169,033	\$ 12,982,996	\$ 16,616,317	\$ 5,463,138
Combined Minimum Target Balance	\$ 1,141,690	\$ 1,151,908	\$ 1,164,437	\$ 1,179,789	\$ 1,182,373	\$ 1,192,707	\$ 1,205,801	\$ 1,217,776	\$ 1,224,921	\$ 875,906	\$ 889,941

**City of Forest Grove
Water Rate and SDC Study
Assumptions**

Economic & Financial Factors	Fiscal Year Ending 6/30:	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Cost Inflation		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Construction Cost Inflation		2.73%	2.73%	2.73%	2.73%	2.73%	2.73%	2.73%	2.73%	2.73%	2.73%	2.73%
Labor Cost Inflation		1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%
General Inflation plus Growth		3.55%	3.18%	3.18%	3.20%	3.21%	3.22%	2.83%	3.24%	3.25%	3.26%	3.27%
General Inflation plus Water Demand Growth (incl. unaccounted for)		3.55%	3.18%	3.18%	3.20%	3.21%	3.22%	2.83%	3.24%	3.25%	3.26%	3.27%
No Escalation		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Customer Growth (consumption)	WSP Scenario A	1.52%	1.16%	1.17%	1.16%	1.19%	1.20%	0.81%	1.21%	1.22%	1.23%	1.24%
Cumulative Customer Growth		15.2%	2.70%	3.96%	5.12%	6.37%	7.64%	8.92%	9.84%	11.18%	12.55%	13.95%
Personal Services Inflation		5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Materials and Services Inflation		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Transfers Inflation		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Timber Inflation		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
(Extra)		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Fund Earnings		0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
State Tax		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
In-Lieu of Tax / Franchise Fee		5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%

Accounting Assumptions	Fiscal Year Ending 6/30:	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
FISCAL POLICY RESTRICTIONS												
Min. Op. Fund Balance Target (days of O&M expense)		115	113	112	110	109	108	107	105	104	73	72
Max. Op. Fund Balance (days of O&M expense)		130	128	127	125	124	123	122	120	119	88	87
<i>Minimum Op. Fund Balance Target Calculated Below</i>												

Minimum Capital Fund Balance Target

Select Minimum Capital Fund Balance Target: User Input

1 - Defined as % of Plant

Plant-in-Service in 2014: Minimum Capital Fund Balance - % of plant assets

	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
2 - Amount at Right >>>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

RATE FUNDED SYSTEM REINVESTMENT

Select Reinvestment Funding Strategy: Equal to Depreciation Expense

Amount of Annual Cash Funding from Rates

1 - Equal to Annual Depreciation Expense

2 - Equal to Annual Depreciation Expense less Annual Debt Principal Payments

3 - Equal to Amount at Right >>>

4 - Do Not Fund System Reinvestment

	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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System Reinvestment Policy Implementation (%)

Capital Financing Assumptions Fiscal Year Ending 6/30: FY 2015 FY 2016 FY 2017 FY 2018 FY 2019 FY 2020 FY 2021 FY 2022 FY 2023 FY 2024 FY 2025

SYSTEM DEVELOPMENT CHARGE (SDC) REVENUES

Select SDC Alternative	1	Current Charge is in use
1 - User Input (Current Charge)	\$ 4,207	
Improvement Fee	\$ 2,274	\$2,400 40%
Reimbursement Fee	\$ 2,433	\$2,567 52%
2 - Calculated Charge	\$ 5,470	
Improvement Fee	\$ 3,504	
Reimbursement Fee	\$ 1,967	

Total 3/4" Meter Equivalents	6,169	5,263	6,360	8,456	8,559	8,661	8,731	8,837	8,946	9,056	9,168
Yearly Added Meter Equivalents		95	97	98	100	102	70	106	108	110	113
System Development Charge Revenues	\$ 376,591	\$ 445,403	\$ 454,293	\$ 463,491	\$ 472,750	\$ 482,205	\$ 330,742	\$ 499,153	\$ 509,136	\$ 519,319	\$ 529,705

REVENUE BONDS

Term (years)	20	20	20	20	20	20	20	20	20	20	20
Interest Only Period (First 6 years)	0	0	0	0	0	0	0	0	0	0	0
Interest Cost	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.20%	4.25%	4.25%	4.25%
Issuance Cost	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Revenue Bond Coverage Requirement	1.50										

LOANS

Term (years, no more than 20 years)	20	20	20	20	20	20	20	20	20	20	20
Interest Cost	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%

OTHER LOANS

Term (years)	20	20	20	20	20	20	20	20	20	20	20
Interest Cost	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Issuance Cost	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

RESERVE CALCULATIONS

JMC Reserve	\$333,250
Debt Reserve	Based on debt payment for 2003 Full Faith and Credit Obligation, not Scoggins Reservoir debt
Days of O&M Reserve Mo	45
Days of O&M Reserve Mar	60

City of Forest Grove
Water Rate and SDC Study
Operating Revenue and Expenditure for Water Fund - Historical

Revenues	Fiscal Year Ending 6/30				Actual FY 2013	Actual/Revised FY 2014	Budget FY 2015	Avg.
	Actual FY 2012	Actual FY 2013	Budgeted FY 2014	Adopted FY 2015				
45005 Beginning Fund Balance (NOT USED)	\$ 2,290,250	\$ 2,579,688	\$ 2,810,333	\$ 3,469,823	12.64%	9.94%	23.47%	14.65%
Charges for Service								
430045 Residential Sales	\$ 1,802,449	\$ 2,028,103	\$ 2,111,823	\$ 2,314,641	12.52%	4.13%	9.60%	8.69%
440106 Commercial Sales	535,468	605,599	620,507	687,947	13.12%	2.44%	10.87%	8.71%
440116 Multi-Family Sales	334,106	365,149	364,961	387,468	9.29%	-0.05%	6.17%	5.06%
440120 Industrial SVC - Spec Contract	249,108	276,112	280,583	300,361	10.84%	1.62%	7.05%	6.44%
440160 Non-metered Sales	28,546	29,643	34,000	34,901	3.84%	-19.04%	45.42%	6.93%
440165 Connection Charges	37,713	60,743	35,000	22,880	61.07%	-42.38%	-34.63%	-15.34%
Total Charges for Service	\$ 2,987,390	\$ 3,365,449	\$ 3,436,874	\$ 3,746,198	12.66%	2.12%	9.06%	7.86%
Miscellaneous Revenue								
440190 External Work Performed	\$ -	\$ 1,581	\$ -	\$ -	0.00%	-100.00%	0.00%	0.00%
440305 Building Rental Income	35,928	35,928	35,928	35,928	0.00%	0.00%	0.00%	0.00%
Sale of Materials	-	4,040	-	-	0.00%	-100.00%	0.00%	0.00%
Sale of Raw Water	-	-	-	-	0.00%	0.00%	0.00%	0.00%
445025 Timber Sales	1,012,116	1,558,140	1,100,000	937,500	53.95%	-29.40%	-14.77%	-2.52%
450057 Other	14,708	6,991	5,000	5,000	-52.45%	-28.48%	0.00%	-30.20%
470105 Interest	15,517	15,705	14,052	17,362	1.21%	-10.53%	23.56%	3.82%
480006 Reimbursements	1,206	-	-	-	-100.00%	0.00%	0.00%	-100.00%
Total Miscellaneous Revenue	\$ 1,079,470	\$ 1,622,385	\$ 1,154,980	\$ 995,790	50.29%	-28.81%	-13.78%	-2.65%
[Extra]								
[Extra]	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%	0.00%
[Extra]	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%	0.00%
Total [Extra]	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%	0.00%

Expenses	Fiscal Year Ending 6/30				Actual FY 2013	Actual/Revised FY 2014	Budget FY 2015	Avg.
	FY 2012	FY 2013	FY 2014	FY 2015				
Franchise Fees (Not applicable)								
FTEs								
Water Treatment Plant Superintendent		1.00	1.00	1.00				
Water Treatment Plant Operator		1.00	1.00	1.00				
WTP Utility Worker/Operator		1.00	1.00	1.00				
Public Works Superintendent		0.20	0.20	0.20				
Crew Supervisor		1.00	1.00	1.00				
Utility Worker I and II		4.18	3.96	3.96				
Program Specialist		0.35	0.35	0.35				
Administrative Assistant		0.20	0.20	0.20				
Meter Readers		0.88	0.88	0.74				
Total FTEs	0.00	9.81	9.69	9.45				
Personnel Services								
511005 Regular Employee Wages	\$ 526,965	\$ 530,672	\$ 556,447	\$ 557,290	0.70%	4.86%	0.15%	1.88%
511010 P-T Employee Wages	-	-	-	-	0.00%	0.00%	0.00%	0.00%
511015 Overtime	29,264	31,981	28,980	29,560	9.28%	-9.38%	2.00%	0.34%
511020 Temporary Employee Wages	4,192	-	-	-	-100.00%	0.00%	0.00%	-100.00%
511021 Unemployment Compensation	-	-	-	-	0.00%	0.00%	0.00%	0.00%
512005 Health/Dental Benefits	139,285	149,995	153,915	166,928	7.69%	2.61%	8.45%	6.22%
512006 Health Reimb Arrangement	6,473	6,419	5,635	6,561	-0.83%	-12.21%	16.43%	0.45%
512010 Retirement	104,119	103,014	117,244	119,880	-1.06%	13.81%	2.25%	4.81%
512015 FICA	42,554	42,809	44,250	44,894	0.13%	3.85%	1.46%	1.80%
512020 Worker's Comp	19,502	19,641	20,418	14,327	0.71%	3.96%	-29.83%	-9.77%
512025 Other Benefits	4,395	4,645	3,788	3,110	5.69%	-18.49%	-17.96%	-10.89%
512030 Other Payroll Taxes	4,103	4,212	4,370	4,553	2.66%	3.75%	4.19%	3.53%
Total Personnel Services	\$ 880,852	\$ 893,188	\$ 935,045	\$ 947,101	1.40%	4.69%	1.29%	2.45%
Materials and Services								
520110 Operating Supplies	\$ 69,443	\$ 62,988	\$ 84,000	\$ 101,700	-9.30%	33.36%	21.07%	13.56%
520120 Organization Business Expense	177	358	250	250	102.26%	-30.17%	0.00%	12.20%
520130 Personnel Uniforms & Equipment	3,691	4,808	5,500	5,900	30.26%	14.39%	7.27%	16.92%
520150 Utilities	77,715	81,387	78,540	82,467	4.72%	-3.50%	5.00%	2.00%
520190 Computer Software	2,764	3,790	4,000	4,200	37.12%	5.54%	5.00%	14.97%
520220 Small Equipment	10,905	7,901	16,500	16,000	-27.55%	108.63%	-3.03%	13.63%
520240 Construction Supplies	138,853	139,176	162,000	162,000	0.23%	16.40%	12.35%	9.44%
520250 JWC Water Purchases	200,030	196,697	250,000	250,000	-1.67%	27.10%	0.00%	7.72%
520503 Printing	2,706	2,251	2,500	2,500	-16.81%	11.06%	0.00%	-2.60%
520506 Postage	843	837	1,000	1,050	-0.71%	19.47%	5.00%	7.59%
520509 Telephone	5,195	5,410	6,198	6,198	4.14%	14.57%	0.00%	6.06%
520521 Public Information	81	333	250	250	311.11%	-24.92%	0.00%	45.60%
520524 Publications	393	109	532	532	-72.26%	388.07%	0.00%	10.62%
520530 Memberships	1,438	1,278	1,475	1,258	-11.13%	15.41%	-14.71%	-4.36%
520533 Recruiting Expenses	-	315	-	-	0.00%	-100.00%	0.00%	0.00%
520548 Watershed Management	57,340	404	7,500	10,000	-99.30%	1756.44%	33.33%	-44.13%
520550 Watershed Maintenance	4,825	5,901	7,500	20,000	22.30%	27.10%	186.67%	60.64%
520551 Timber Harvesting	496,947	656,872	700,000	377,000	32.23%	6.55%	-48.14%	-8.79%
520557 Intergovernmental Services	61,466	52,419	72,930	79,207	-14.72%	59.13%	8.61%	8.82%
520578 Insurance & Bonds	23,213	23,213	25,534	23,762	0.00%	10.00%	-6.94%	0.78%
521003 Training/Conferences	2,202	3,085	6,300	7,600	40.10%	104.21%	20.63%	51.12%
521113 Attorney Services	-	1,400	6,500	6,500	0.00%	364.29%	0.00%	0.00%
521150 Professional Services	36,803	51,641	73,000	57,750	40.32%	41.36%	-20.89%	16.20%
521165 Contracts for Services	-	-	-	-	0.00%	0.00%	0.00%	0.00%
521166 Misc Medical Services	1,424	1,467	-	-	3.02%	-100.00%	0.00%	-100.00%
521172 Bank Service Fees	12,143	15,259	15,000	20,000	25.66%	-1.70%	33.33%	18.10%

522003	Equipment Maint & Oper Supplies	6,174	3,198	10,900	6,600	-48.20%	240.84%	-39.45%	2.25%
522012	Fuel/Oil	307	333	-	200	8.47%	-100.00%	0.00%	-13.31%
522021	Equipment Fund Charges	132,552	139,313	143,705	139,125	5.10%	3.15%	-3.19%	1.63%
522022	Information Systems Fund Charges	10,868	11,037	11,037	10,455	1.56%	0.00%	-5.27%	-1.29%
522023	General Fund Admin Services	677,002	717,439	742,859	843,025	5.97%	3.54%	13.48%	7.58%
522303	Custodial	792	-	800	800	-100.00%	0.00%	0.00%	0.34%
522306	Rents & Leases	2,112	-	3,000	3,000	-100.00%	0.00%	0.00%	12.41%
522312	Facility Maintenance Supplies	13,418	12,018	13,200	14,700	-10.43%	9.84%	11.36%	3.09%
522315	Facility Mnt/Repairs	30,982	20,307	21,000	27,000	-34.46%	3.41%	28.57%	-4.43%
Total Materials and Services		\$ 2,064,704	\$ 2,223,044	\$ 2,473,510	\$ 2,301,029	6.64%	11.27%	-6.97%	3.35%
Capital Outlay									
550181	Major Tools & Work Equipment	\$ 8,417	\$ -	\$ 52,500	\$ 63,500	-100.00%	0.00%	20.95%	96.13%
550600	Water Projects	536	-	50,000	-	-100.00%	0.00%	0.00%	353.53%
550660	Joint - Capital Equipment	-	-	39,990	60,652	0.00%	0.00%	51.67%	0.00%
550663	JWC - Other Projects	46,048	127,227	214,751	238,590	176.29%	68.79%	11.10%	73.04%
550666	Water Line Extension	25,690	52,194	275,000	300,000	95.59%	426.88%	9.09%	124.00%
550669	Water Treatment Plant Equipment	44,390	65,147	45,000	188,000	46.76%	-30.93%	317.75%	81.73%
550672	Watershed Capital	34,664	-	20,000	20,000	-100.00%	0.00%	0.00%	-16.75%
550760	Construction Projects	-	-	60,000	15,000	0.00%	0.00%	-75.00%	0.00%
Total Capital Outlay		\$ 160,745	\$ 244,566	\$ 707,241	\$ 935,742	52.15%	189.18%	32.31%	79.89%
Debt Service									
562010	Principal - 2003 FFC Bonds (Unbl 2023)	\$ 255,000	\$ 260,000	\$ 255,000	\$ -	1.96%	-1.92%	-100.00%	-100.00%
562011	Principal - 2013 Bond Refunding	-	-	-	285,000	0.00%	0.00%	0.00%	0.00%
562030	Principal - Scoggins Reservoir (Unbl 2036)	30,805	31,883	32,998	34,153	3.50%	3.50%	3.50%	3.50%
562045	Interest - 2003 FFC Bonds	156,700	146,181	135,131	-	-8.71%	-7.56%	-100.00%	-100.00%
562046	Interest - 2013 Bond Refunding	-	-	-	78,090	0.00%	0.00%	0.00%	0.00%
562070	Interest - Scoggins Reservoir	41,992	40,914	39,799	38,645	-2.57%	-2.73%	-2.90%	-2.73%
Total Debt Service		\$ 484,497	\$ 478,978	\$ 462,928	\$ 435,888	-1.14%	-3.35%	-5.84%	-3.46%
Transfers									
570127	Transfer to Other Funds	\$ 39,951	\$ 45,360	\$ 49,896	\$ 54,886	13.54%	10.00%	10.00%	11.17%
570130	In-Lieu of Tax	128,104	162,045	185,962	178,192	26.49%	14.77%	4.12%	11.63%
Total Transfers		\$ 168,055	\$ 207,405	\$ 235,878	\$ 233,078	23.41%	13.73%	-1.19%	11.52%
Contingency									
580203	JWC - Contingency	\$ -	\$ -	\$ 333,250	\$ 333,250	0.00%	0.00%	0.00%	0.00%
580206	Contingency	-	-	251,750	450,000	0.00%	0.00%	78.75%	0.00%
580212	Debt Service Contingency	-	-	415,000	390,000	0.00%	0.00%	-8.02%	0.00%
Total Contingency		\$ -	\$ -	\$ 1,000,000	\$ 1,173,250	0.00%	0.00%	17.33%	0.00%
Reserves									
590304	Unapp Fund Balance	\$ -	\$ -	\$ 1,587,585	\$ 2,187,723	0.00%	0.00%	37.80%	-100.00%
Total Reserves		\$ -	\$ -	\$ 1,587,585	\$ 2,187,723	0.00%	0.00%	37.80%	0.00%
Total Costs		\$ 3,778,853	\$ 4,047,183	\$ 7,402,187	\$ 8,213,811	7.10%	82.90%	10.96%	29.54%
O&M Only		\$ 3,778,853	\$ 4,047,183	\$ 4,814,602	\$ 4,862,838				

Water SDC Fund	FY 2012	FY 2013	FY 2014	FY 2015
Revenues				
495005 Fund balance Avail for Appropriation	1,581,919	1,978,894	2,778,849	3,477,972
451005 SDCs	373,006	775,172	694,903	376,591
470031 Pnncial - J Lieb Water SDC	10,518	11,081	2,862	-
470032 Interest - J Lieb Water SDC	1,079	516	37	-
470105 Interest	12,372	13,186	17,422	16,605
Total Revenues	396,975	799,955	715,224	393,198
Expenditures				
521150 Professional Services	-	-	1,481	-
550663 JWC - Other Projects	-	-	-	-
550760 Construction Projects	-	-	14,620	292,000
570103 Transfers	-	-	-	5,000
580206 Contingency	-	-	-	100,000
Total Expenditures	-	-	16,101	397,000
590304 Unappropriated Fund Balance	-	-	2,780,889	3,166,023
Ending Fund Balance	1,978,894	2,778,849	3,477,972	3,474,168

City of Forest Grove
Water Rate and SDC Study
Operating Revenue and Expenditure Forecast

Fiscal Year Ending 6/30:		Budget	Projection										
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Revenues													
Charges for Services													
430045 Residential Sales	Customer Growth (consumption)	\$ 2,314,641	\$ 2,341,459	\$ 2,366,814	\$ 2,396,715	\$ 2,425,175	\$ 2,454,204	\$ 2,474,114	\$ 2,504,163	\$ 2,534,813	\$ 2,566,076	\$ 2,597,965	
440106 Commercial Sales	Customer Growth (consumption)	687,947	695,918	704,048	712,341	720,799	729,427	735,345	744,276	753,386	762,677	772,155	
440118 Multi-Family Sales	Customer Growth (consumption)	387,468	391,957	396,536	401,207	405,971	410,831	414,164	419,194	424,325	429,558	434,896	
440120 Industrial SVC - Specd Contract	Customer Growth (consumption)	300,361	303,841	307,391	311,011	314,705	318,471	321,055	324,955	328,932	332,989	337,127	
440160 Non-metered Sales	Customer Growth (consumption)	34,901	35,305	35,718	36,139	36,568	37,005	37,306	37,759	38,221	38,692	39,173	
	[Extra]	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Charges for Services		\$ 3,725,318	\$ 3,768,481	\$ 3,812,507	\$ 3,857,413	\$ 3,903,218	\$ 3,949,938	\$ 3,981,984	\$ 4,030,346	\$ 4,079,676	\$ 4,129,993	\$ 4,181,316	
Miscellaneous Revenues													
440165 Connection Charges	Customer Growth (consumption)	\$ 22,880	\$ 23,145	\$ 23,415	\$ 23,691	\$ 23,973	\$ 24,260	\$ 24,456	\$ 24,753	\$ 25,056	\$ 25,365	\$ 25,681	
440190 External Work Performed	No Escalation	-	-	-	-	-	-	-	-	-	-	-	-
440305 Building Rental Income	No Escalation	35,928	35,928	35,928	35,928	35,928	35,928	35,928	35,928	35,928	35,928	35,928	
	Sale of Materials	-	-	-	-	-	-	-	-	-	-	-	-
	Sale of Raw Water	-	-	-	-	-	-	-	-	-	-	-	-
445025 Timber Sales	Timber Inflation	1,240,000	1,240,000	1,240,000	1,240,000	1,240,000	1,240,000	1,240,000	1,240,000	1,240,000	1,240,000	1,240,000	
450057 Other	No Escalation	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
470105 Interest	No Escalation	17,362	17,362	17,362	17,362	17,362	17,362	17,362	17,362	17,362	17,362	17,362	
480006 Reimbursements	No Escalation	-	-	-	-	-	-	-	-	-	-	-	-
	[Extra]	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Miscellaneous Revenues		\$ 1,298,290											
TOTAL REVENUES		\$ 5,023,608	\$ 5,066,771	\$ 5,110,797	\$ 5,156,703	\$ 5,201,508	\$ 5,248,228	\$ 5,280,274	\$ 5,328,636	\$ 5,377,966	\$ 5,428,283	\$ 5,479,606	

Fiscal Year Ending 6/30:		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Expenditures													
Water Fund - Operations													
Personnel Services													
511005 Regular Employee Wages	Personnel Services Inflation	\$ 557,290	\$ 585,155	\$ 614,412	\$ 645,133	\$ 677,389	\$ 711,259	\$ 746,822	\$ 784,163	\$ 823,371	\$ 864,540	\$ 907,767	
511010 P-T Employee Wages	Personnel Services Inflation	-	-	-	-	-	-	-	-	-	-	-	-
511015 Overtime	Personnel Services Inflation	29,560	31,038	32,590	34,219	35,930	37,727	39,613	41,594	43,674	45,857	48,150	
511020 Temporary Employee Wages	Personnel Services Inflation	-	-	-	-	-	-	-	-	-	-	-	-
511021 Unemployment Compensation	Personnel Services Inflation	-	-	-	-	-	-	-	-	-	-	-	-
512005 Health/Dental Benefits	Personnel Services Inflation	166,926	175,272	184,036	193,238	202,900	213,045	223,697	234,882	246,626	258,957	271,905	
512008 Health Reimb Arrangement	Personnel Services Inflation	6,561	6,889	7,234	7,595	7,975	8,374	8,792	9,232	9,694	10,178	10,687	
512010 Retirement	Personnel Services Inflation	119,880	125,874	132,168	138,776	145,715	153,001	160,651	168,683	177,117	185,973	195,272	
512015 FICA	Personnel Services Inflation	44,894	47,139	49,496	51,970	54,569	57,297	60,162	63,170	66,329	69,645	73,128	
512020 Worker's Comp	Personnel Services Inflation	14,327	15,043	15,796	16,585	17,415	18,285	19,200	20,160	21,168	22,226	23,337	
512025 Other Benefits	Personnel Services Inflation	3,110	3,266	3,429	3,600	3,780	3,969	4,168	4,376	4,595	4,825	5,066	
512030 Other Payroll Taxes	Personnel Services Inflation	4,553	4,781	5,020	5,271	5,534	5,811	6,101	6,407	6,727	7,063	7,416	
Subtotal Personnel Services		\$ 947,101	\$ 994,456	\$ 1,044,179	\$ 1,096,388	\$ 1,151,207	\$ 1,208,768	\$ 1,269,206	\$ 1,332,666	\$ 1,399,300	\$ 1,469,265	\$ 1,542,728	
Materials and Services													
520110 Operating Supplies	Materials and Services Inflation	\$ 101,700	\$ 102,717	\$ 103,744	\$ 104,782	\$ 105,829	\$ 106,888	\$ 107,957	\$ 109,036	\$ 110,127	\$ 111,228	\$ 112,340	
520120 Organization Business Expense	Materials and Services Inflation	250	253	255	258	260	263	265	268	271	273	276	

Fiscal Year Ending 6/30:		Budget	Projection									
		2016	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
520130 Personnel Uniforms & Equipment	Materials and Services Inflation	5,900	5,959	6,019	6,079	6,140	6,201	6,263	6,326	6,389	6,453	6,517
520150 Utilities	Materials and Services Inflation	82,467	83,292	84,125	84,966	85,815	86,674	87,540	88,416	89,300	90,193	91,095
520190 Computer Software	Materials and Services Inflation	4,200	4,242	4,284	4,327	4,371	4,414	4,458	4,503	4,548	4,593	4,639
520220 Small Equipment	Materials and Services Inflation	16,000	16,160	16,322	16,485	16,650	16,816	16,984	17,154	17,326	17,499	17,674
520240 Construction Supplies	Materials and Services Inflation	182,000	183,820	185,658	187,515	189,390	191,284	193,197	195,129	197,080	199,051	201,041
520250 JWC Water Purchases	Materials and Services Inflation	250,000	252,500	255,025	257,575	260,151	262,753	265,380	268,034	270,714	273,421	276,156
520503 Printing	Materials and Services Inflation	2,500	2,525	2,550	2,576	2,602	2,628	2,654	2,680	2,707	2,734	2,762
520506 Postage	Materials and Services Inflation	1,050	1,061	1,071	1,082	1,093	1,104	1,115	1,126	1,137	1,148	1,160
520509 Telephone	Materials and Services Inflation	6,198	6,260	6,323	6,386	6,450	6,514	6,579	6,645	6,712	6,779	6,846
520521 Public Information	Materials and Services Inflation	250	253	255	258	260	263	265	268	271	273	276
520524 Publications	Materials and Services Inflation	532	537	543	548	554	559	565	570	576	582	588
520530 Memberships	Materials and Services Inflation	1,258	1,271	1,283	1,296	1,309	1,322	1,335	1,349	1,362	1,376	1,390
520533 Recruiting Expenses	Materials and Services Inflation	-	-	-	-	-	-	-	-	-	-	-
520548 Watershed Management	Materials and Services Inflation	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829	10,937	11,046
520550 Watershed Maintenance	Materials and Services Inflation	20,000	20,200	20,402	20,606	20,812	21,020	21,230	21,443	21,657	21,874	22,092
520551 Timber Harvesting	Timber Inflation	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
520557 Intergovernmental Services	Materials and Services Inflation	79,207	79,999	80,799	81,607	82,423	83,247	84,080	84,921	85,770	86,628	87,494
520578 Insurance & Bonds	Materials and Services Inflation	23,762	24,000	24,240	24,482	24,727	24,974	25,224	25,476	25,731	25,988	26,248
521003 Training/Conferences	Materials and Services Inflation	7,600	7,676	7,753	7,830	7,909	7,988	8,068	8,148	8,230	8,312	8,395
521113 Attorney Services	Materials and Services Inflation	6,500	6,565	6,631	6,697	6,764	6,832	6,900	6,969	7,039	7,109	7,180
521150 Professional Services	Materials and Services Inflation	57,750	58,328	58,911	59,500	60,095	60,696	61,303	61,916	62,535	63,160	63,792
521165 Contracts for Services	Materials and Services Inflation	-	-	-	-	-	-	-	-	-	-	-
521168 Misc Medical Services	Materials and Services Inflation	-	-	-	-	-	-	-	-	-	-	-
521172 Bank Service Fees	Materials and Services Inflation	20,000	20,200	20,402	20,606	20,812	21,020	21,230	21,443	21,657	21,874	22,092
522003 Equipment Maint & Oper Supplies	Materials and Services Inflation	6,600	6,666	6,733	6,800	6,868	6,937	7,006	7,076	7,147	7,218	7,291
522012 Fuel/Oil	Materials and Services Inflation	200	202	204	206	208	210	212	214	217	219	221
522021 Equipment Fund Charges	Materials and Services Inflation	139,125	140,516	141,921	143,341	144,774	146,222	147,684	149,161	150,652	152,159	153,681
522022 Information Systems Fund Charges	Materials and Services Inflation	10,455	10,560	10,665	10,772	10,880	10,988	11,098	11,209	11,321	11,434	11,549
522023 General Fund Admin Services	Materials and Services Inflation	843,025	851,455	859,970	868,570	877,255	886,028	894,888	903,837	912,875	922,004	931,224
522303 Custodial	Materials and Services Inflation	800	808	816	824	832	841	849	858	866	875	884
522306 Rents & Leases	Materials and Services Inflation	3,000	3,030	3,060	3,091	3,122	3,153	3,185	3,216	3,249	3,281	3,314
522312 Facility Maintenance Supplies	Materials and Services Inflation	14,700	14,847	14,995	15,145	15,297	15,450	15,604	15,760	15,918	16,077	16,238
522315 Facility Mnt/Repairs	Materials and Services Inflation	27,000	27,270	27,543	27,818	28,096	28,377	28,661	28,948	29,237	29,530	29,825
Subtotal Materials and Services		\$ 2,424,029	\$ 2,443,269	\$ 2,462,702	\$ 2,482,329	\$ 2,502,152	\$ 2,522,174	\$ 2,542,396	\$ 2,562,820	\$ 2,583,448	\$ 2,604,282	\$ 2,625,325
Transfers												
570127 Transfer to Other Funds	Transfers Inflation	\$ 54,898	\$ 55,984	\$ 57,103	\$ 58,245	\$ 59,410	\$ 60,599	\$ 61,811	\$ 63,047	\$ 64,308	\$ 65,594	\$ 66,906
570130 In-Lieu of Tax		186,266	188,424	190,625	192,871	195,161	197,497	199,999	201,517	203,984	206,500	209,066
Subtotal Transfers		\$ 241,164	\$ 244,408	\$ 247,729	\$ 251,116	\$ 254,571	\$ 258,096	\$ 260,910	\$ 264,564	\$ 268,292	\$ 272,093	\$ 275,972
Other												
(Extra)	No Escalation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Extra)	No Escalation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Other		\$ -										
Cost of Additional FTEs and Other O&M Costs		\$ -	\$ 46,000	\$ 48,300	\$ 50,715	\$ 53,251	\$ 55,913	\$ 58,709	\$ 61,644	\$ 64,727	\$ 67,963	\$ 71,361
Total Cash O&M Expenditures		\$ 3,612,282	\$ 3,728,133	\$ 3,802,910	\$ 3,880,548	\$ 3,961,181	\$ 4,044,960	\$ 4,131,220	\$ 4,221,694	\$ 4,316,766	\$ 4,413,803	\$ 4,516,395
[a] Capital outlay to be expensed in current year.												
Depreciation Expense in Fiscal Year Ending 6/30:			406,942									
Depreciation Expense	Last year's plus annual additions from CIP	\$ 425,657	\$ 455,920	\$ 483,346	\$ 511,141	\$ 533,572	\$ 601,181	\$ 605,272	\$ 605,272	\$ 636,857	\$ 642,366	\$ 907,263
	Debt Principal Payments											
	System Reinvestment Funding	\$ 425,657	\$ 455,920	\$ 483,346	\$ 511,141	\$ 533,572	\$ 601,181	\$ 605,272	\$ 605,272	\$ 636,857	\$ 642,366	\$ 907,263

**City of Forest Grove
Water Rate and SDC Study
Existing Debt Input**

Revenue Bonds	Fiscal Year Ending 6/30:											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
TOTAL REVENUE BONDS												
Annual Interest Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-
Total Annual Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Debt reserve for Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
Annual Debt Reserve Target on Existing Revenue Bonds	-	-	-	-	-	-	-	-	-	-	-	-
FFCOs												
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
TOTAL LOANS												
Annual Interest Payment	\$ 78,090	\$ 70,281	\$ 62,335	\$ 54,115	\$ 45,758	\$ 37,127	\$ 28,222	\$ 19,043	\$ 9,590	\$ -	\$ -	\$ -
Annual Principal Payment	285,000	290,000	300,000	305,000	315,000	325,000	335,000	345,000	350,000	-	-	-
Total Annual Payment	\$ 363,090	\$ 360,281	\$ 362,335	\$ 359,115	\$ 360,758	\$ 362,127	\$ 363,222	\$ 364,043	\$ 359,590	\$ -	\$ -	\$ -
Other Loans												
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
TOTAL OTHER LOANS												
Annual Interest Payment	\$ 38,644	\$ 37,449	\$ 36,212	\$ 34,931	\$ 33,606	\$ 32,234	\$ 30,815	\$ 29,345	\$ 27,825	\$ 26,250	\$ -	\$ -
Annual Principal Payment	34,152	35,348	36,585	37,865	39,191	40,562	41,982	43,452	44,972	46,546	-	-
Total Annual Payment	\$ 72,797	\$ 72,797	\$ 72,797	\$ 72,797	\$ 72,797	\$ 72,797	\$ 72,797	\$ 72,797	\$ 72,797	\$ 72,797	\$ -	\$ -

**City of Forest Grove
Water Rate and SDC Study
Capital Improvement Program**

Cumulative Construction Cost Inflation	0.00%	2.73%	5.54%	8.42%
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Escalate Project Costs to Base Year	2015
Number of Years the Total CIP will be Completed	16

(If the project year is left blank, the total project cost will be spread over evenly for the number of years entered)

No	Description	Total	Existing Needs	SDC Eligible	Year	Life in Years	Specific Funding Source 1-Enterprise Fund, 2-Grants & Developer Donations	TOTAL ESCALATED COSTS	FY 2015	FY 2016	FY 2017	FY 2018
Budget	Capital Outlay in Budget											
1	Major Tools & Work Equipment	63,500	\$ 63,500		FY 2015	50	1 Enterprise Fund	63,500	63,500	-	-	-
2	Water Projects	50,000	50,000		FY 2015	50	1 Enterprise Fund	50,000	50,000	-	-	-
3	Joint - Capital Equipment	60,652	60,652		FY 2015	50	1 Enterprise Fund	60,652	60,652	-	-	-
4	JWC - Other Projects	238,590	238,590		FY 2015	50	1 Enterprise Fund	238,590	238,590	-	-	-
5	Water Line Extension	300,000	300,000		FY 2015	50	1 Enterprise Fund	300,000	300,000	-	-	-
6	Water Treatment Plant Equipment	188,000	188,000		FY 2015	50	1 Enterprise Fund	188,000	188,000	-	-	-
7	Watershed Capital	20,000	20,000		FY 2015	50	1 Enterprise Fund	20,000	20,000	-	-	-
8	Construction Projects	15,000	15,000		FY 2015	50	1 Enterprise Fund	15,000	15,000	-	-	-
FO	CIP - Water Fund											
JWC 001	JWC Upgrades	142,941	142,941		FY 2016	50	1 Enterprise Fund	146,846	-	146,846	-	-
JWC 001	JWC Upgrades	180,973	180,973		FY 2017	50	1 Enterprise Fund	190,997	-	-	190,997	-
JWC 001	JWC Upgrades	197,733	197,733		FY 2018	50	1 Enterprise Fund	214,386	-	-	-	214,386
JWC 001	JWC Upgrades	364,588	364,588		FY 2019	50	1 Enterprise Fund	406,094	-	-	-	-
JWC 001	JWC Upgrades	309,530	309,530		FY 2020	50	1 Enterprise Fund	354,187	-	-	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2016	50	1 Enterprise Fund	102,732	-	102,732	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2017	50	1 Enterprise Fund	105,539	-	-	105,539	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2018	50	1 Enterprise Fund	108,422	-	-	-	108,422
W 001	Distribution Main Improvements	100,000	100,000		FY 2019	50	1 Enterprise Fund	111,384	-	-	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2020	50	1 Enterprise Fund	114,427	-	-	-	-
W 003	WTP - Major Maintenance	219,000	219,000		FY 2016	50	1 Enterprise Fund	224,983	-	224,983	-	-
W 003	WTP - Major Maintenance	43,000	43,000		FY 2017	50	1 Enterprise Fund	45,382	-	-	45,382	-
W 003	WTP - Major Maintenance	33,000	33,000		FY 2018	50	1 Enterprise Fund	35,779	-	-	-	35,779
W 003	WTP - Major Maintenance	33,000	33,000		FY 2019	50	1 Enterprise Fund	36,757	-	-	-	-
W 003	WTP - Major Maintenance	33,000	33,000		FY 2020	50	1 Enterprise Fund	37,761	-	-	-	-
W 004	Watershed Road Maintenance	130,000	130,000		FY 2016	50	1 Enterprise Fund	133,552	-	133,552	-	-
W 004	Watershed Road Maintenance	20,000	20,000		FY 2017	50	1 Enterprise Fund	21,108	-	-	21,108	-
W 004	Watershed Road Maintenance	20,000	20,000		FY 2018	50	1 Enterprise Fund	21,684	-	-	-	21,684
W 004	Watershed Road Maintenance	20,000	20,000		FY 2019	50	1 Enterprise Fund	22,277	-	-	-	-
W 013	Asset Management Program	172,800	172,800		FY 2019	50	1 Enterprise Fund	192,472	-	-	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2016	50	1 Enterprise Fund	51,366	-	51,366	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2017	50	1 Enterprise Fund	52,769	-	-	52,769	-
W 016	Large Meter Replacement	50,000	50,000		FY 2018	50	1 Enterprise Fund	54,211	-	-	-	54,211
W 016	Large Meter Replacement	50,000	50,000		FY 2019	50	1 Enterprise Fund	55,692	-	-	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2020	50	1 Enterprise Fund	57,214	-	-	-	-
W 020	Emergency Water Bladder Dispenser	20,000	20,000		FY 2019	50	1 Enterprise Fund	22,277	-	-	-	-
W 052	WTP - Vulnerability Analysis	-	-			50	1 Enterprise Fund	-	-	-	-	-
W 058	10th Street	100,000	100,000		FY 2020	50	1 Enterprise Fund	114,427	-	-	-	-
W 060	Meter Radio Reads	275,000	275,000		FY 2016	50	1 Enterprise Fund	282,513	-	282,513	-	-
FO	CIP - SDC-Eligible											
JWC 001	JWC Upgrades	32,000	-	32,000	FY 2017	50	1 Enterprise Fund	33,772	-	-	33,772	-
JWC 001	JWC Upgrades	31,600	-	31,600	FY 2018	50	1 Enterprise Fund	34,261	-	-	-	34,261
JWC 001	JWC Upgrades	196,533	-	196,533	FY 2019	50	1 Enterprise Fund	218,907	-	-	-	-
JWC 001	JWC Upgrades	122,800	-	122,800	FY 2020	50	1 Enterprise Fund	140,517	-	-	-	-

**City of Forest Grove
Water Rate and SDC Study
Capital Improvement Program**

Cumulative Construction Cos	11.38%	14.43%	17.55%	20.77%	24.06%	27.45%	30.94%
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Escalate Project Costs to Base Year	2015
Number of Years the Total CIP will be Completed	16

(If the project year is left blank, the total project cost will be spread over evenly for the n

No	Description	Total	Existing Needs	SDC Eligible	Year	Life in Years	Specific Funding Source 1-Enterprise Fund, 2-Grants & Developer Donations	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Budget	Capital Outlay in Budget													
1	Major Tools & Work Equipment	63,500	\$ 63,500		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
2	Water Projects	50,000	50,000		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
3	Joint - Capital Equipment	60,652	60,652		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
4	JWC - Other Projects	236,590	236,590		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
5	Water Line Extension	300,000	300,000		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
6	Water Treatment Plant Equipment	188,000	188,000		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
7	Watershed Capital	20,000	20,000		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
8	Construction Projects	15,000	15,000		FY 2015	50	1	Enterprise Fund	-	-	-	-	-	-
FG	CP - Water Fund													
JWC 001	JWC Upgrades	142,941	142,941		FY 2016	50	1	Enterprise Fund	-	-	-	-	-	-
JWC 001	JWC Upgrades	180,973	180,973		FY 2017	50	1	Enterprise Fund	-	-	-	-	-	-
JWC 001	JWC Upgrades	197,733	197,733		FY 2018	50	1	Enterprise Fund	-	-	-	-	-	-
JWC 001	JWC Upgrades	364,588	364,588		FY 2019	50	1	Enterprise Fund	406,094	-	-	-	-	-
JWC 001	JWC Upgrades	309,530	309,530		FY 2020	50	1	Enterprise Fund	-	354,197	-	-	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2016	50	1	Enterprise Fund	-	-	-	-	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2017	50	1	Enterprise Fund	-	-	-	-	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2018	50	1	Enterprise Fund	-	-	-	-	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2019	50	1	Enterprise Fund	111,384	-	-	-	-	-
W 001	Distribution Main Improvements	100,000	100,000		FY 2020	50	1	Enterprise Fund	-	114,427	-	-	-	-
W 003	WTP - Major Maintenance	219,000	219,000		FY 2016	50	1	Enterprise Fund	-	-	-	-	-	-
W 003	WTP - Major Maintenance	43,000	43,000		FY 2017	50	1	Enterprise Fund	-	-	-	-	-	-
W 003	WTP - Major Maintenance	33,000	33,000		FY 2018	50	1	Enterprise Fund	-	-	-	-	-	-
W 003	WTP - Major Maintenance	33,000	33,000		FY 2019	50	1	Enterprise Fund	36,757	-	-	-	-	-
W 003	WTP - Major Maintenance	33,000	33,000		FY 2020	50	1	Enterprise Fund	-	37,761	-	-	-	-
W 004	Watershed Road Maintenance	130,000	130,000		FY 2016	50	1	Enterprise Fund	-	-	-	-	-	-
W 004	Watershed Road Maintenance	20,000	20,000		FY 2017	50	1	Enterprise Fund	-	-	-	-	-	-
W 004	Watershed Road Maintenance	20,000	20,000		FY 2018	50	1	Enterprise Fund	-	-	-	-	-	-
W 004	Watershed Road Maintenance	20,000	20,000		FY 2019	50	1	Enterprise Fund	22,277	-	-	-	-	-
W 013	Asset Management Program	172,800	172,800		FY 2019	50	1	Enterprise Fund	192,472	-	-	-	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2016	50	1	Enterprise Fund	-	-	-	-	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2017	50	1	Enterprise Fund	-	-	-	-	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2018	50	1	Enterprise Fund	-	-	-	-	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2019	50	1	Enterprise Fund	55,692	-	-	-	-	-
W 016	Large Meter Replacement	50,000	50,000		FY 2020	50	1	Enterprise Fund	-	57,214	-	-	-	-
W 020	Emergency Water Bladder Dispenser	20,000	20,000		FY 2019	50	1	Enterprise Fund	22,277	-	-	-	-	-
W 052	WTP - Vulnerability Analysis	-	-			50	1	Enterprise Fund	-	-	-	-	-	-
W 058	10th Street	100,000	100,000		FY 2020	50	1	Enterprise Fund	-	114,427	-	-	-	-
W 060	Meter Radio Reads	275,000	275,000		FY 2016	50	1	Enterprise Fund	-	-	-	-	-	-
FG	CP - SDC-Eligible													
JWC 001	JWC Upgrades	32,000	-	32,000	FY 2017	50	1	Enterprise Fund	-	-	-	-	-	-
JWC 001	JWC Upgrades	31,600	-	31,600	FY 2018	50	1	Enterprise Fund	-	-	-	-	-	-
JWC 001	JWC Upgrades	196,533	-	196,533	FY 2019	50	1	Enterprise Fund	218,907	-	-	-	-	-
JWC 001	JWC Upgrades	122,800	-	122,800	FY 2020	50	1	Enterprise Fund	-	140,517	-	-	-	-

No	Description	Total	Existing Needs	SDC Eligible	Year	Life in Years	Specific Funding Source 1-Enterprise Fund, 2-Grants & Developer Donations	TOTAL ESCALATED COSTS	FY 2015	FY 2016	FY 2017	FY 2018
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2016	50	1 Enterprise Fund	51,366	-	51,366	-	-
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2018	50	1 Enterprise Fund	54,211	-	-	-	54,211
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2019	50	1 Enterprise Fund	55,692	-	-	-	-
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2020	50	1 Enterprise Fund	57,214	-	-	-	-
W.005	Emergency Intake	432,100	-	432,100	FY 2017	50	1 Enterprise Fund	456,033	-	-	456,033	-
W.010	Water Storage Expansion - Upper	194,450	-	194,450	FY 2017	50	1 Enterprise Fund	205,220	-	-	205,220	-
W.010	Water Storage Expansion - Upper	583,350	-	583,350	FY 2018	50	1 Enterprise Fund	632,481	-	-	-	632,481
W.053	WTP - Mechanical Sludge & Residuals Collection	173,891	-	173,891	FY 2020	50	1 Enterprise Fund	198,979	-	-	-	-
W.054	Water Master Plan (Every 6 Years)	216,100	-	216,100	FY 2018	50	1 Enterprise Fund	234,300	-	-	-	234,300
W.056	Flow Improvements at Oak Crest Drive	200,000	-	200,000	FY 2016	50	1 Enterprise Fund	213,683	-	213,683	-	-
W.057	Looping C St. to D St. on 19th Ave	130,000	-	130,000	FY 2016	50	1 Enterprise Fund	133,552	-	133,552	-	-
W.059	Water Rights Strategy	15,000	-	15,000	FY 2020	50	1 Enterprise Fund	17,164	-	-	-	-
FD	TDT Fund											
W.009	David Hill Waterline	168,000	168,000	-	FY 2016	50	1 Enterprise Fund	172,590	-	172,590	-	-
W.009	David Hill Waterline	246,800	246,800	-	FY 2017	50	1 Enterprise Fund	260,470	-	-	260,470	-
FG	Water Fund											
	FG Water System Seismic Improvements	2,000,000	2,000,000	-	FY 2020	50	1 Enterprise Fund	2,288,547	-	-	-	-
	Annual Main Improvements Allocation	100,000	100,000	-	FY 2021	50	1 Enterprise Fund	117,554	-	-	-	-
	Annual Line Oversizing Allocation	50,000	50,000	-	FY 2021	50	1 Enterprise Fund	58,777	-	-	-	-
	Annual WTP repair/replacement allocation	18,000	18,000	-	FY 2021	50	1 Enterprise Fund	21,160	-	-	-	-
	Annual WTP Misc. Equipment allocation	6,000	6,000	-	FY 2021	50	1 Enterprise Fund	7,053	-	-	-	-
	JWC Long-Term CMP allocation	1,272,941	1,272,941	-	FY 2023	50	1 Enterprise Fund	1,579,269	-	-	-	-
	Scoggins Seismic Retrofit	8,469,200	8,469,200	-	FY 2025	50	1 Enterprise Fund	11,089,251	-	-	-	-
	WTP Air Scourer	350,000	350,000	-	FY 2025	50	1 Enterprise Fund	450,277	-	-	-	-
	JWC WTP Long-Term Seismic Improvements	5,504,588	5,504,588	-	FY 2027	50	1 Enterprise Fund	7,606,706	-	-	-	-
	Plate Settlers	350,000	350,000	-	FY 2030	50	1 Enterprise Fund	524,394	-	-	-	-
	Watershed Land Acquisition	500,000	500,000	-	FY 2030	50	1 Enterprise Fund	749,134	-	-	-	-
	Raw Water Transmission Line Replacement	4,321,000	4,321,000	-	FY 2035	50	1 Enterprise Fund	6,650,893	-	-	-	-
	Land Acquisition - David Hill Area	172,800	172,800	-	FY 2040	50	1 Enterprise Fund	-	-	-	-	-
	Raw Water Booster Pump Station Upgrade	345,700	345,700	-	FY 2050	50	1 Enterprise Fund	-	-	-	-	-
FG	SDC-Eligible											
	Water Master Plan (Every 6 Years)	216,100	-	216,100	FY 2024	50	1 Enterprise Fund	275,428	-	-	-	-
	Purden Road expansion area distribution main upgrade	1,296,300	-	1,296,300	FY 2025	50	1 Enterprise Fund	1,697,326	-	-	-	-
	2.25 MG Lower Reservoir	3,681,500	-	3,681,500	FY 2030	50	1 Enterprise Fund	5,515,876	-	-	-	-
	Purchase 1 MGD from JWC	1,700,000	-	1,700,000	FY 2030	50	1 Enterprise Fund	2,547,057	-	-	-	-
	Plate Settlers	350,000	-	350,000	FY 2030	50	1 Enterprise Fund	524,394	-	-	-	-
	Land Acquisition - Lower Zone Storage	2,130,000	-	2,130,000	FY 2030	50	1 Enterprise Fund	3,191,312	-	-	-	-
	0.30 MG Upper Reservoir #2	604,900	-	604,900	FY 2030	50	1 Enterprise Fund	906,303	-	-	-	-
	Watercrest Road Pump Station Upgrade	129,600	-	129,600	FY 2040	50	1 Enterprise Fund	-	-	-	-	-
	JWC Parallel Supply Line	6,100,000	-	6,100,000	FY 2040	50	1 Enterprise Fund	-	-	-	-	-
	Purden Road Reservoir	2,130,000	-	2,130,000	FY 2040	50	1 Enterprise Fund	-	-	-	-	-
	Bamey Bay-in	2,592,600	-	2,592,600	FY 2040	50	1 Enterprise Fund	-	-	-	-	-
	David Hill URA Pump Station Upgrade (additional pumps)	129,600	-	129,600	FY 2040	50	1 Enterprise Fund	-	-	-	-	-
	David Hill URA Pump Station	604,900	-	604,900	FY 2045	50	1 Enterprise Fund	-	-	-	-	-
	David Hill URA PRV	345,700	-	345,700	FY 2045	50	1 Enterprise Fund	-	-	-	-	-
	1.0 MG David Hill Reservoir	1,642,000	-	1,642,000	FY 2050	50	1 Enterprise Fund	-	-	-	-	-
						50	1 Enterprise Fund	-	-	-	-	-
	Total Capital Projects	\$ 84,064,260	\$ 27,875,336	\$ 26,189,024				\$ 63,232,103	\$ 935,742	\$ 1,513,183	\$ 1,371,289	\$ 1,289,736
	Total Existing Needs Related Projects							35,837,055	935,742	1,114,982	676,264	434,483
	Total SDC Eligible Projects							17,395,048	-	398,600	695,025	955,253
	Projects by Grants / Developer Conations							-	-	-	-	-
	Projects by Enterprise Fund	54,064,260	27,875,336	26,189,024				53,232,103	935,742	1,513,183	1,371,289	1,289,736

No	Description	Total	Existing Needs	SDC Eligible	Year	Life in Years	Specific Funding Source 1-Enterprise Fund, 2-Grants & Developer Donations	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2016	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2018	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2019	50	1 Enterprise Fund	55,692	-	-	-	-	-	-
W.002	Line Oversizing Participation	50,000	-	50,000	FY 2020	50	1 Enterprise Fund	-	57,214	-	-	-	-	-
W.005	Emergency Intake	432,100	-	432,100	FY 2017	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.010	Water Storage Expansion - Upper	194,450	-	194,450	FY 2017	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.010	Water Storage Expansion - Upper	583,350	-	583,350	FY 2018	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.053	WTP - Mechanical Sludge & Residuals Collection	173,891	-	173,891	FY 2020	50	1 Enterprise Fund	-	198,979	-	-	-	-	-
W.054	Water Master Plan (Every 6 Years)	216,100	-	216,100	FY 2019	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.056	Flow Improvements at Oak Crest Drive	208,000	-	208,000	FY 2016	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.057	Lossing C St. to D St. on 19th Ave.	130,000	-	130,000	FY 2016	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.059	Water Right Strategy	15,000	-	15,000	FY 2020	50	1 Enterprise Fund	-	17,164	-	-	-	-	-
FG	TDT Fund													
W.009	David Hill Waterline	168,000	168,000		FY 2016	50	1 Enterprise Fund	-	-	-	-	-	-	-
W.009	David Hill Waterline	246,800	246,800		FY 2017	50	1 Enterprise Fund	-	-	-	-	-	-	-
FG	Water Fund													
	FG Water System Seismic Improvements	2,000,000	2,000,000		FY 2020	50	1 Enterprise Fund	-	2,288,547	-	-	-	-	-
	Annual Main Improvements Allocation	100,000	100,000		FY 2021	50	1 Enterprise Fund	-	-	117,554	-	-	-	-
	Annual Line Oversizing Allocation	50,000	50,000		FY 2021	50	1 Enterprise Fund	-	-	58,777	-	-	-	-
	Annual WTP repair/replacement allocation	18,000	18,000		FY 2021	50	1 Enterprise Fund	-	-	21,160	-	-	-	-
	Annual WTP Misc. Equipment allocation	6,000	6,000		FY 2021	50	1 Enterprise Fund	-	-	7,053	-	-	-	-
	JWC Long-Term CMP allocation	1,272,941	1,272,941		FY 2023	50	1 Enterprise Fund	-	-	-	1,579,269	-	-	-
	Scoggin Seismic Retrofit	8,469,200	8,469,200		FY 2025	50	1 Enterprise Fund	-	-	-	-	-	-	11,089,251
	WTP Air Scouter	350,000	350,000		FY 2025	50	1 Enterprise Fund	-	-	-	-	-	-	458,277
	JWC WTP Long-Term Seismic Improvements	5,504,588	5,504,588		FY 2027	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Plate Settlers	350,000	350,000		FY 2030	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Watershed Land Acquisition	500,000	500,000		FY 2030	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Raw Water Transmission Line Replacement	4,321,000	4,321,000		FY 2035	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Land Acquisition - David Hill Area	172,800	172,800		FY 2040	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Raw Water Booster Pump Station Upgrade	345,700	345,700		FY 2050	50	1 Enterprise Fund	-	-	-	-	-	-	-
FG	SDC-Eligible													
	Water Master Plan (Every 6 Years)	216,100	-	216,100	FY 2024	50	1 Enterprise Fund	-	-	-	-	275,428	-	-
	Purdin Road expansion area distribution main upgrade	1,296,300	-	1,296,300	FY 2025	50	1 Enterprise Fund	-	-	-	-	-	-	1,697,326
	2.25 MG Lower Reservoir	3,681,500	-	3,681,500	FY 2030	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Purchase 1 MGD from JWC	1,700,000	-	1,700,000	FY 2030	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Plate Settlers	350,000	-	350,000	FY 2030	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Land Acquisition - Lower Zone Storage	2,130,000	-	2,130,000	FY 2030	50	1 Enterprise Fund	-	-	-	-	-	-	-
	0.30 MG Upper Reservoir #2	604,900	-	604,900	FY 2030	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Watercrest Road Pump Station Upgrade	129,600	-	129,600	FY 2040	50	1 Enterprise Fund	-	-	-	-	-	-	-
	JWC Parallel Supply Line	6,100,000	-	6,100,000	FY 2040	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Purdin Road Reservoir	2,130,000	-	2,130,000	FY 2040	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Bamey Bay-in	2,592,600	-	2,592,600	FY 2040	50	1 Enterprise Fund	-	-	-	-	-	-	-
	David Hill URA Pump Station Upgrade (additional pumps)	129,600	-	129,600	FY 2040	50	1 Enterprise Fund	-	-	-	-	-	-	-
	David Hill URA Pump Station	604,900	-	604,900	FY 2045	50	1 Enterprise Fund	-	-	-	-	-	-	-
	David Hill URA PRV	345,700	-	345,700	FY 2045	50	1 Enterprise Fund	-	-	-	-	-	-	-
	1.0 MG David Hill Reservoir	1,642,000	-	1,642,000	FY 2050	50	1 Enterprise Fund	-	-	-	-	-	-	-
	Total Capital Projects	\$ 54,064,360	\$ 27,875,336	\$ 26,189,024				\$ 1,121,552	\$ 3,380,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,428	\$ 13,244,804
	Total Existing Needs-Related Projects							846,953	2,966,564	204,543	-	1,579,269	-	11,547,527
	Total SDC Eligible Projects							274,599	413,873	-	-	-	275,428	1,697,326
	Projects by Grants / Developer Donations							-	-	-	-	-	-	-
	Projects by Enterprise Fund	54,064,360	27,875,336	26,189,024				1,121,552	3,380,437	204,543	-	1,579,269	275,428	13,244,804

**City of Forest Grove
Water Rate and SDC Study
Capital Funding Analysis**

Summary of Expenditures	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
SDC Eligible Project Costs	\$ -	\$ 398,800	\$ 695,025	\$ 955,253	\$ 274,599	\$ 413,873	\$ -	\$ -	\$ -	\$ 275,428	\$ 1,697,326
Existing Needs Related Project Costs	935,742	1,114,582	676,264	434,483	846,953	2,966,564	204,543	-	1,579,269	-	11,547,527
Subtotal: Project Costs	\$ 935,742	\$ 1,513,183	\$ 1,371,289	\$ 1,389,736	\$ 1,121,552	\$ 3,380,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,428	\$ 13,244,854
[Other Capital Expenses]											
[Other]	No Escalation	-	-	-	-	-	-	-	-	-	-
Subtotal: Other Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES	\$ 935,742	\$ 1,513,183	\$ 1,371,289	\$ 1,389,736	\$ 1,121,552	\$ 3,380,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,428	\$ 13,244,854

Capital Financing Plan	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Project-Specific Grants / Developer Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costs Remaining to be Funded	935,742	1,513,183	1,371,289	1,389,736	1,121,552	3,380,437	204,543	-	1,579,269	275,428	13,244,854
OTHER FUNDING SOURCES (NOTE A)											
Grant - Safe Drinking Water	-	-	-	-	-	-	-	-	-	-	-
State Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-
Other Loan/Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-
Use of SDC Improvement Fee Fund Balance	-	398,800	695,025	955,253	274,599	413,873	-	-	-	275,428	1,697,326
Use of SDC Reimbursement Fee Fund Balance	652,725	197,890	231,220	235,991	240,712	245,526	204,543	-	477,135	-	535,230
Use of Capital Fund Balance	-	916,892	445,044	198,492	606,241	2,721,038	-	-	1,102,135	-	11,012,298
Revenue Bond Proceeds (Note B)	-	-	-	-	-	-	-	-	-	-	-
Rates	283,017	-	-	-	-	-	-	-	-	-	-
Total	\$ 935,742	\$ 1,513,183	\$ 1,371,289	\$ 1,389,736	\$ 1,121,552	\$ 3,380,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,428	\$ 13,244,854
TOTAL CAPITAL RESOURCES	\$ 935,742	\$ 1,513,183	\$ 1,371,289	\$ 1,389,736	\$ 1,121,552	\$ 3,380,437	\$ 204,543	\$ -	\$ 1,579,269	\$ 275,428	\$ 13,244,854
<i>Info: Capital Contingency Deficit</i>	-	-	-	-	-	-	-	-	-	-	-

NOTE A: SELECTION OF FUNDING SOURCE FOR REMAINING CAPITAL FUNDING NEEDS

Select the Residual Funding Source Rates

1 - Revenue Bond Proceeds
2 - Rates

NOTE B: USER INPUT FOR REVENUE BOND PROCEEDS

Select Amount of Bond Proceeds Calculated by the Model

1 - Amounts at Right ==> \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

2 - Calculated by the Model

New Debt Computations	Fiscal Year Ending 6/30:											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
REVENUE BONDS												
Amount to Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Issuance Costs	-	-	-	-	-	-	-	-	-	-	-	-
Reserve Required	-	-	-	-	-	-	-	-	-	-	-	-
Amount of Debt Issue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER LOANS (SRF)												
Amount to Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Issuance Costs	-	-	-	-	-	-	-	-	-	-	-	-
Amount of Debt Issue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PWTF LOAN												
Amount to Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service Summary												
Debt Service Summary	Fiscal Year Ending 6/30:											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
EXISTING DEBT SERVICE												
Annual Interest Payments	\$ 116,734	\$ 107,730	\$ 98,547	\$ 89,046	\$ 79,364	\$ 69,361	\$ 59,037	\$ 48,388	\$ 37,415	\$ 26,250	\$ 24,621	
Annual Principal Payments	319,152	325,348	336,585	342,865	354,191	365,562	376,982	388,452	394,972	46,546	48,176	
Total Debt Service Payments	\$ 435,887	\$ 433,078	\$ 435,132	\$ 431,912	\$ 433,555	\$ 434,924	\$ 436,019	\$ 436,840	\$ 432,387	\$ 72,797	\$ 72,797	
Revenue Bond Payments Only	-	-	-	-	-	-	-	-	-	-	-	
NEW DEBT SERVICE												
Annual Interest Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Annual Principal Payments	-	-	-	-	-	-	-	-	-	-	-	
Total Debt Service Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenue Bond Payments Only	-	-	-	-	-	-	-	-	-	-	-	
TOTAL DEBT SERVICE PAYMENTS												
	\$ 435,887	\$ 433,078	\$ 435,132	\$ 431,912	\$ 433,555	\$ 434,924	\$ 436,019	\$ 436,840	\$ 432,387	\$ 72,797	\$ 72,797	
Total Interest Payments	116,734	107,730	98,547	89,046	79,364	69,361	59,037	48,388	37,415	26,250	24,621	
Total Principal Payments	319,152	325,348	336,585	342,865	354,191	365,562	376,982	388,452	394,972	46,546	48,176	
Total Revenue Bond Payments Only	-	-	-	-	-	-	-	-	-	-	-	

**City of Forest Grove
Water Rate and SDC Study
Revenue Requirements Analysis**

Cash Flow Sufficiency Test	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
EXPENSES											
Cash Operating Expenses	\$ 3,612,282	\$ 3,728,133	\$ 3,802,910	\$ 3,880,548	\$ 3,961,181	\$ 4,044,950	\$ 4,131,220	\$ 4,221,694	\$ 4,315,765	\$ 4,413,603	\$ 4,515,385
Existing Debt Service	435,887	433,078	435,132	431,912	433,555	434,924	436,019	436,840	432,387	72,797	72,797
New Debt Service	-	-	-	-	-	-	-	-	-	-	-
Rate-Funded CIP	283,017	-	-	-	-	-	-	-	-	-	-
Rate-Funded System Reinvestment	-	-	-	-	-	-	-	-	-	-	-
Additions Required to Meet Minimum Op. Fund Balance	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	\$ 4,331,186	\$ 4,161,211	\$ 4,238,041	\$ 4,312,460	\$ 4,394,736	\$ 4,479,874	\$ 4,567,239	\$ 4,658,534	\$ 4,748,152	\$ 4,486,400	\$ 4,588,182
REVENUES											
Rate Revenue	\$ 3,725,318	\$ 3,768,481	\$ 3,812,507	\$ 3,857,413	\$ 3,903,218	\$ 3,949,938	\$ 3,981,984	\$ 4,030,346	\$ 4,079,676	\$ 4,129,993	\$ 4,181,316
Other Revenue	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290
Interest Earnings (excluding Capital Fund)	19,838	6,451	6,524	6,604	6,651	6,726	6,792	6,878	6,956	7,011	5,284
Total Revenue	\$ 5,043,446	\$ 5,073,221	\$ 5,117,320	\$ 5,162,307	\$ 5,208,159	\$ 5,254,954	\$ 5,287,066	\$ 5,335,514	\$ 5,384,923	\$ 5,435,294	\$ 5,484,890
USE OF OPERATING RESERVES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CASH FLOW (DEFICIENCY)	\$ 712,260	\$ 912,010	\$ 879,279	\$ 849,847	\$ 813,423	\$ 775,080	\$ 719,827	\$ 676,980	\$ 636,770	\$ 948,894	\$ 896,707

Coverage Sufficiency Test	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
EXPENSES											
Cash Operating Expenses	\$ 3,612,282	\$ 3,728,133	\$ 3,802,910	\$ 3,880,548	\$ 3,961,181	\$ 4,044,950	\$ 4,131,220	\$ 4,221,694	\$ 4,315,765	\$ 4,413,603	\$ 4,515,385
less: Timber Harvesting Expense	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Maximum Annual Revenue Bond Debt Service	-	-	-	-	-	-	-	-	-	-	-
Revenue Bond Coverage Requirement at 1.5	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	\$ 3,112,282	\$ 3,228,133	\$ 3,302,910	\$ 3,380,548	\$ 3,461,181	\$ 3,544,950	\$ 3,631,220	\$ 3,721,694	\$ 3,815,765	\$ 3,913,603	\$ 4,015,385
ALLOWABLE REVENUES											
Rate Revenue	\$ 3,725,318	\$ 3,768,481	\$ 3,812,507	\$ 3,857,413	\$ 3,903,218	\$ 3,949,938	\$ 3,981,984	\$ 4,030,346	\$ 4,079,676	\$ 4,129,993	\$ 4,181,316
Other Revenue	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290	1,298,290
less: Timber Harvesting Revenue	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)	(1,240,000)
Interest Earnings - All Funds	19,838	23,399	24,087	27,617	32,931	36,772	39,628	38,570	47,186	51,027	62,905
Total Revenue	\$ 3,803,446	\$ 3,850,169	\$ 3,894,883	\$ 3,943,320	\$ 3,994,439	\$ 4,045,000	\$ 4,070,902	\$ 4,127,207	\$ 4,185,152	\$ 4,239,310	\$ 4,302,510
Coverage Realized	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
COVERAGE SURPLUS (DEFICIENCY)	\$ 691,164	\$ 622,036	\$ 591,974	\$ 562,772	\$ 533,257	\$ 500,050	\$ 439,682	\$ 406,513	\$ 369,386	\$ 326,707	\$ 287,126

Maximum Revenue Deficiency	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Sufficiency Test Driving the Deficiency	None	None	None	None	None	None	None	None	None	None	None
Maximum Deficiency From Tests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
less: Net Revenue From Prior Rate Increases	-	-	(126,766)	(257,214)	(395,192)	(541,102)	(692,657)	(855,086)	(1,026,754)	(1,208,157)	(1,399,815)
Revenue Deficiency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Adjustment for 5% Franchise Fee	-	-	-	-	-	-	-	-	-	-	-
Total Revenue Deficiency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Rate Increases	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Rate Revenue with no Increase	\$ 3,725,318	\$ 3,768,481	\$ 3,812,507	\$ 3,857,413	\$ 3,903,218	\$ 3,949,938	\$ 3,981,984	\$ 4,030,346	\$ 4,079,676	\$ 4,129,993	\$ 4,181,316
Revenues from Prior Rate Increases	-	-	133,438	270,752	415,991	569,591	729,113	900,091	1,080,794	1,271,744	1,473,489
Rate Revenue Before Rate Increase (Incl. previous increases)	3,725,318	3,768,481	3,945,944	4,128,165	4,319,209	4,519,520	4,711,096	4,930,437	5,160,470	5,401,737	5,654,805
Required Annual Rate Increase	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Number of Months New Rates Will Be In Effect	12	12	12	12	12	12	12	12	12	12	12
Info: Percentage Increase to Generate Required Revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Policy Induced Rate Increases	0.00%	3.50%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%
ANNUAL RATE INCREASE	0.00%	3.50%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%
CUMULATIVE RATE INCREASE	0.00%	3.50%	7.02%	10.66%	14.42%	18.31%	22.33%	26.49%	30.79%	35.24%	39.94%

Debt Issue

Impacts of Rate Increases	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Rate Revenues After Rate Increase	\$ 3,725,318	\$ 3,900,377	\$ 4,080,106	\$ 4,268,522	\$ 4,466,062	\$ 4,673,183	\$ 4,871,274	\$ 5,098,072	\$ 5,335,926	\$ 5,585,396	\$ 5,847,068
Full Year Rate Revenues After Rate Increase	3,725,318	3,900,377	4,080,106	4,268,522	4,466,062	4,673,183	4,871,274	5,098,072	5,335,926	5,585,396	5,847,068
Additional Taxes/Franchise Fees Due to Rate Increases	-	6,595	13,380	20,555	28,142	36,162	44,464	53,386	62,813	72,770	83,288
Net Cash Flow After Rate Increase	712,260	1,037,312	1,133,499	1,240,401	1,348,125	1,462,163	1,564,652	1,691,319	1,830,208	2,331,527	2,479,172
Coverage After Rate Increase	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

**City of Forest Grove
Water Rate and SDC Study
Fund Activity**

Funds	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
OPERATING FUND - part of Water Fund											
Beginning Balance	\$ 3,967,502	\$ 1,290,140	\$ 1,304,700	\$ 1,320,721	\$ 1,330,263	\$ 1,345,161	\$ 1,358,484	\$ 1,375,577	\$ 1,391,270	\$ 1,402,281	\$ 1,058,791
plus: Net Cash Flow after Rate Increase	712,260	1,037,312	1,133,489	1,240,401	1,348,125	1,462,163	1,584,852	1,691,319	1,830,208	2,331,527	2,479,172
less: Transfer of Surplus to Capital Fund	(3,389,622)	(1,022,752)	(1,117,476)	(1,230,859)	(1,333,227)	(1,448,840)	(1,547,559)	(1,675,626)	(1,819,197)	(2,677,016)	(2,460,459)
Ending Balance	\$ 1,290,140	\$ 1,304,700	\$ 1,320,721	\$ 1,330,263	\$ 1,345,161	\$ 1,358,484	\$ 1,375,577	\$ 1,391,270	\$ 1,402,281	\$ 1,058,791	\$ 1,075,505
Minimum Target Balance	1,141,690	1,151,908	1,164,437	1,170,789	1,182,373	1,192,707	1,205,801	1,217,776	1,224,921	875,906	869,941
Maximum Funds to be Kept as Operating Reserves	1,290,140	1,304,700	1,320,721	1,330,263	1,345,161	1,358,484	1,375,577	1,391,270	1,402,281	1,056,791	1,075,505
Info: No of Days of Cash Operating Expenses	130	128	127	125	124	123	122	120	119	88	87
CAPITAL FUND - part of Water Fund											
Beginning Balance	\$ -	\$ 3,389,622	\$ 3,512,630	\$ 4,202,827	\$ 5,256,007	\$ 6,009,273	\$ 4,767,122	\$ 6,338,517	\$ 8,045,835	\$ 8,803,127	\$ 11,524,159
plus: Rate-Funded System Reinvestment	-	-	-	-	-	-	-	-	-	-	-
plus: Grants / Developer Donations / Other Outside Sources	-	-	-	-	-	-	-	-	-	-	-
plus: Net Debt Proceeds Available for Projects	-	-	-	-	-	-	-	-	-	-	-
plus: Direct Rate Funding	263,017	-	-	-	-	-	-	-	-	-	-
plus: Interest Earnings	-	16,948	17,563	21,013	26,280	30,046	23,836	31,893	40,229	44,016	57,621
plus: Transfer of Surplus from Operating Fund	3,389,622	1,022,752	1,117,478	1,230,859	1,333,227	1,448,840	1,547,559	1,675,626	1,819,197	2,677,016	2,460,459
less: Capital Expenditures	(263,017)	(918,692)	(445,044)	(198,492)	(808,241)	(2,721,038)	-	-	(1,102,135)	-	(11,012,298)
Ending Balance	\$ 3,389,622	\$ 3,512,630	\$ 4,202,827	\$ 5,256,007	\$ 6,009,273	\$ 4,767,122	\$ 6,338,517	\$ 8,045,835	\$ 8,803,127	\$ 11,524,159	\$ 3,029,941
Minimum Target Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SDC IMPROVEMENT FUND (Expansion Projects Only) - part of Water SDC Fund											
Beginning Balance	\$ 3,186,831	\$ 3,384,730	\$ 3,219,306	\$ 2,758,929	\$ 2,041,420	\$ 2,005,456	\$ 1,834,606	\$ 2,003,590	\$ 2,254,793	\$ 2,512,076	\$ 2,500,137
plus: SDC Improvement Fee Proceeds	181,865	215,253	219,558	223,949	228,426	232,966	159,811	241,185	248,009	250,929	255,948
plus: Interest Earnings	15,934	16,924	16,092	13,795	10,207	10,027	9,173	10,018	11,274	12,580	12,501
Total Revenue	3,384,730	3,616,908	3,453,955	2,996,673	2,280,055	2,248,479	2,003,590	2,254,793	2,512,076	2,775,585	2,769,585
REFERENCE ONLY: Expansion Projects	\$ -	\$ 398,600	\$ 695,025	\$ 955,253	\$ 274,599	\$ 413,873	\$ -	\$ -	\$ -	\$ 275,428	\$ 1,897,326
less: Professional Services	-	-	-	-	-	-	-	-	-	-	-
less: Use of Funds for Capital Projects	-	(398,600)	(695,025)	(955,253)	(274,599)	(413,873)	-	-	-	(275,428)	(1,897,326)
Ending Balance	\$ 3,384,730	\$ 3,219,306	\$ 2,758,929	\$ 2,041,420	\$ 2,005,456	\$ 1,834,606	\$ 2,003,590	\$ 2,254,793	\$ 2,512,076	\$ 2,600,137	\$ 1,071,259
SDC REIMBURSEMENT FUND (Any Project) - part of Water SDC Fund											
Beginning Balance	\$ 652,725	\$ 197,890	\$ 231,220	\$ 235,991	\$ 240,712	\$ 245,526	\$ 250,437	\$ 218,077	\$ 477,135	\$ 265,513	\$ 535,230
plus: SDC Reimbursement Fee Proceeds	194,626	230,231	234,835	239,532	244,323	249,209	170,931	257,968	263,127	268,390	273,757
plus: Interest Earnings	3,264	889	1,156	1,180	1,204	1,228	1,252	1,090	2,386	1,328	2,676
Total Revenue	850,615	429,110	467,211	476,703	486,239	495,963	422,620	477,135	742,647	535,230	811,663
REFERENCE ONLY: Repair & Replacement Projects	\$ 935,742	\$ 1,114,582	\$ 878,264	\$ 434,463	\$ 946,953	\$ 2,966,564	\$ 204,543	\$ -	\$ 1,579,269	\$ -	\$ 11,547,527
less: Use of Funds for Capital Projects	(852,725)	(197,890)	(231,220)	(235,991)	(240,712)	(245,526)	(204,543)	-	(477,135)	-	(535,230)
Ending Balance	197,890	231,220	235,991	240,712	245,526	250,437	218,077	477,135	265,513	535,230	276,433
DEBT RESERVE - part of Water Fund											
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
plus: Reserve Funding from New Debt	-	-	-	-	-	-	-	-	-	-	-
less: Use of Reserves for Debt Service	-	-	-	-	-	-	-	-	-	-	-
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Minimum Target Balance	-	-	-	-	-	-	-	-	-	-	-

October 1, 2015

NewsTimes

Legal Ads/Public Notice:

To be published: *October 7, November 11, and January 6, 2016*

**NOTICE OF PUBLIC HEARING
PROPOSED INCREASE OF WATER SYSTEM DEVELOPMENT CHARGES
FOR THE CITY OF FOREST GROVE
PURSUANT TO ORS 223.304(7)(A)**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, January 11, 2016**, at 7:00 p.m. or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase Water System Development Charges from \$4,820 to \$5,478.

The City Council will review Water System Development Charges and adjustments based on a City update of capital improvement needs and a consultant's financial analysis.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the **report will be available Thursday, November 12, 2015**, for inspection at the City Recorder's Office. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For project information, please contact Derek Robbins, Project Engineer, djrobbins@forestgrove-or.gov, 503.992.3292. For information about this notice, please contact the City Recorder's Office, aruggles@forestgrove-or.gov, 503.992.3235.

Anna D. Ruggles, CMC, City Recorder

Legal Notice Publish Dates in the FG NewsTimes: October 7, November 11, and January 6, 2016.

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RESOLUTION NO. 2016-06

**RESOLUTION FIXING WATER SYSTEM DEVELOPMENT CHARGES
FOR THE CITY OF FOREST GROVE AND REPEALING SECTION I OF
RESOLUTION NO. 2007-64**

WHEREAS, City code Section 4.035 and 3.800 authorizes the City Council to fix system development charges by resolution; and

WHEREAS, a study of current charges has been made and fees being collected are not sufficient to meet future acquisitions and development need created by new development;

WHEREAS, the City published public legal notices on October 7 and November 11, 2015, and January 6, 2016, and City Council held a duly-noticed Public Hearing on January 11, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE, AS FOLLOWS:

Section 1. That the Water System Development Charges will be as follows:

<u>Meter Size</u> <u>(inches)</u>	<u>Charge</u>
3/4" or Less	\$5,478
1"	\$13,695
1.5"	\$27,390
2"	\$43,824
3"	\$87,648
4"	\$136,950
6"	\$273,900

Section 2. All receipts and expenditures of water system development charges shall be accounted for in the Water SDC Fund.

Section 3. Section 1 of Resolution No. 2007-64 is hereby repealed upon the effective implementation date of this resolution.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of January, 2016.

Anna D. Ruggles, City Recorder

APPROVED By the Mayor this 11th day of January, 2016.

Peter B. Truax, Mayor

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A place where businesses and families thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	8.
FINAL ACTION:	_____

WORK SESSION:

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jon Holan, Community Development Director; Janie Schutz, Police Chief; Jesse VanderZanden, City Manager

MEETING DATE: January 11, 2016

PROJECT TEAM: Jon Holan; Janie Schutz; Kevin Ellingsburg

SUBJECT TITLE: Continued Work Session on possible Marijuana Regulations

ACTION REQUESTED: Ordinance Resolution Motion Informational

X all that apply

ISSUE STATEMENT: Provide further direction for possible code amendments addressing marijuana related activities.

BACKGROUND: Seven separate marijuana related activities are addressed by State law. The City approved Development and City code amendments on one of those activities: medical marijuana dispensaries. On September 14th and November 9th the City Council held work sessions to discuss further direction on the other marijuana related activities. At that time, the Council gave direction that marijuana related facilities should not be banned in the City but should be properly placed in the community. They also directed that no regulated marijuana activities should be allowed in residential districts. Further, the Council expressed the desire to allow dispensaries and retail outlets in both the Town Center zone districts as well as Community Commercial District.

At the last work session, the Council began the discussion of whether to require a separation distance between retail outlets. Currently, state law only requires a 1000 foot separation between marijuana dispensaries but does not require such separation for other marijuana related activities. At the request of the Council at the last work session, staff has attempted to find out if other jurisdictions state-wide have established such requirements. Staff contacted the League of Oregon Cities which does not have a comprehensive list at this time. However, they did indicate that to their knowledge that six jurisdictions either have or are considering separation requirements. Such cities as Bend, Medford, Ashland and Hillsboro are included in that list.

In response to Council direction and number of marijuana related inquires staff has received; staff has prepared a set of code revisions that will be heard by the Planning Commission on Tuesday, January 19th. The amendments focus on prohibiting marijuana related activities in residential districts. In addition, it includes prohibiting establishments to allow consumption of marijuana related products such as vape lounges. It also includes establishing development and operational requirements for marijuana related activities beyond medical dispensaries.

To facilitate discussions, staff has prepared a set of potential code amendments as well as possible options. The attachment contains those possible amendments with options. To facilitate the review, the following is a summary of that attachment:

Locational Options

Prohibit marijuana activities as a home occupation. (Included in current code update being considered by the PC)

Commercial Retail Marijuana Facilities

- Propose similar location as medical marijuana dispensaries: allow in the Community Commercial zone district and prohibit in residential districts, Neighborhood Commercial and Town Center districts. (Proposed code amendment will allow dispensaries and retail outlets in the Town Center districts but prohibit retail outlets in Neighborhood Commercial district – medical dispensaries already prohibited in Neighborhood Commercial)
- Commercial Retail Options:
 - Allow commercial retail marijuana sales in all commercial zone districts including:
 - Neighborhood Commercial
 - Town Center districts (Included in current code update being considered by the PC)
 - Community Commercial (Included in current code update being considered by the PC)

Commercial Grow Sites

- Propose to prohibit grow sites (both for medical and recreational purposes) in all residential districts. They would still remain permitted in the industrial districts. (Included in current code update)
- Grow Site Options:
 - Allow all marijuana grow sites in residential districts (will be prohibited in current code update)
 - Allow medical marijuana grow sites in residential districts (will be prohibited in current code update being considered by the PC)
 - Prohibit all grow site operations in the industrial districts
 - Prohibit grow sites regulated by the OLCC in industrial districts (which would continue to allow grow sites for medical marijuana)

Marijuana Processors and Wholesale Operations

- No proposed change – allow in industrial districts – (at last work session, there was direction not to change)
- Processor and Wholesale Options:
 - Allow processors and/or warehousing in:
 - Town Center districts
 - Community Commercial district

Development Requirements

Spacing (**where to start discussion**)

- Propose to apply spacing requirements for dispensaries (1000 foot separation between dispensaries) to Commercial Retail (see below)
- Options
 - Reduce the distance for the spacing requirement:
 - No requirement
 - 100 feet
 - 500 feet
 - Some other specific distance

- Apply spacing requirements to other marijuana related activities:
 - Processors
 - Wholesalers
 - Grow Operations

Other Development Requirements

- Propose to apply Marijuana Dispensaries Development Requirements to Other Marijuana Activities as follows:
 - Apply same requirements to Commercial Retail Marijuana facilities plus include 1000 foot separation between dispensaries and/or retail facilities unless on the same site
 - Apply modified requirements to other marijuana activities (processors, wholesale and grow sites) (Included in current code update before the PC except the 1000 foot separation requirement)
 - Compliance with state law
 - Entrances and off-street parking areas be well-lit and not visually obscured from public view/right-of-way
 - Located in permanent buildings with the exception of outdoor grow facilities
 - The dispensary must provide for secure disposal or render impotent marijuana remnants or by-products, or items with marijuana residue of any kind.
 - Marijuana facilities shall be separated by 1,000 feet from other marijuana related facilities unless at the same site.
 - For processing, indoor grow facilities and outdoor grow facilities involving greenhouses, require filtration on air exhaust systems to control odor.
- Options –
 - Require 100 foot setback from residential districts for processing and grow activities as part of odor control.
 - For processors, identify the type of products to be processed, a description of equipment to be used, including any solvent, gases, chemicals or other compounds use to create extracts or concentrates (from proposed OLCC Rules)
 - The exterior appearance of the structure is compatible with the exterior appearance of structures already constructed or under construction within the immediate area (from San Mateo County)
 - Interior building lighting, exterior building lighting and parking area lighting will be of sufficient foot-candles and color rendition, so as to allow the ready identification of any individual committing a crime on site at a distance of no less than forty (40) feet (from San Mateo County)
 - Where windows secured with bars on the windows so as to prevent unauthorized entry, the bars shall be equipped with latches that may be released quickly from the inside to allow exit in the event of emergency (from San Mateo County)
 - For wholesale, processing and growing activities, absolutely no advertising of marijuana is allowed at any time; (from San Mateo County)
 - For wholesale, processing and growing activities, exterior signage is limited to site addressing only; (from San Mateo County)

Operational Requirements – City Code

- Apply requirements adopted for medical marijuana dispensaries. The adopted requirements are as follows (Included in current code update being considered by the PC):
 - A. A medical marijuana dispensary must comply with all applicable requirements of State law.
 - B. A medical marijuana dispensary must obtain a City Business License pursuant to Code Sections 7.000 to 7.070 prior to opening.
 - C. A medical marijuana dispensary may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.
 - D. All products and paraphernalia must be enclosed in an opaque bag or container upon exiting the facility.
 - E. A medical marijuana dispensary must provide secure disposal or render impotent marijuana remnants or by-products, including any item with marijuana residue.
- Apply appropriate requirements to:
 - Commercial retail facilities (all of the above requirements)
 - Wholesale (Items A, B and E of the above requirements)
 - Processors (Items A, B and E of the above requirements)
 - Grow Sites (Items A, B and E of the above requirements)
 - All marijuana related facilities
- Options:
 - Require all personal and commercial grow activities indoors (from San Mateo County)
 - Properties shall be maintained so as to prevent blight or deterioration, or substantial diminishment or impairment of property values within the immediate area. (from San Mateo County)
 - Establish other operational requirements as yet not identified

Sales Tax

It must be at 3% and must be approved by voters in a jurisdiction before it can be imposed. It can't be applied to either early sales of recreational marijuana at medical dispensaries or to any sales generate from medical marijuana related activities (sales, processing, wholesale and grow). However, the State is imposing a 25% sales tax on early sales which will be shared with local jurisdictions initially based on population (this will be reduced to 17% after early sales). If the City is to impose a sales tax, the following modifications need to be made with previously adopted Forest Grove Sales Tax Ordinance (Ordinance Number 2014-09) as follows:

- Change tax from 10% to 3%

- Exempt taxes on all medical marijuana related activities (dispensaries, processing, wholesale and grow)
- Specifically apply the tax on all recreation marijuana related activities (retail, processing, wholesale and grow)

Once adopted, the City will need to submit the ordinance for voter approval at the appropriate general election.

ATTACHMENT(s):

Marijuana Activities - Proposed Development Code Amendments with Options

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Attachment

Marijuana Activities

Proposed Development Code Amendments with Options

The City Council at their meeting on September 14, 2015 held a work session on marijuana activities. While there were a number of questions raised for discussion, the primary direction of the Council was not to ban marijuana activities but the control their location. Further, the Council expressed concern about allowing marijuana activities in residential areas. This has given staff sufficient direction to pose several possible Development Code amendments along with identifying other policy options for Council to discuss. Taking this approach will allow a more focused discussion while moving forward on developing potential code amendments.

The focus of these amendments relate to commercially oriented marijuana activities which are regulated by either the Oregon Health Authority (medical marijuana) or Oregon Liquor Control Commission (recreational marijuana). At the September 14th work session, there was discussion about private activities associated with marijuana (e.g. processing and growing). It was determined that the Police Department would work with the City Attorney on those matters and is not addressed here.

There are seven marijuana related activities identified in state legislation as follows:

- Medical marijuana dispensaries (which the City has already adopted code provisions in April, 2015);
- Commercial marijuana retailers;
- Medical and commercial marijuana processors (preparing edibles, skin and hair products, concentrates and extracts);
- Medical and commercial marijuana producers (growers); and
- Commercial marijuana wholesalers.

In addition, there is the marijuana tax the City has previously adopted.

Based on a code analysis performed by staff, the Development Code as currently written allows these activities as follows:

- Medical Marijuana Dispensaries: Community Commercial District
- Commercial Marijuana Retailers: Neighborhood and Community Commercial districts, and all Town Center districts (note: due to the buffer requirements around primary and secondary schools, no retailers could locate in any of the current Town Center districts). Likely in all residential districts except Suburban Residential.
- Medical and Commercial Marijuana Processors: General Industrial District
- Commercial Marijuana Wholesalers: General and Light Industrial districts
- Grow Operations: All residential districts except RMH (reduced number of mature plants per grow site) and General and Light Industrial districts.

One element unclear in the Development Code is the status of marijuana activities as a home occupation. Several cities are addressing this issue and should at least be considered.

Given the Council direction, staff is focusing in the possible Development Code amendments to control location for two activities, Commercial Marijuana Retailers and Grow Operations. Subsequently, possible development and operational requirements will be discussed followed by a discussion of the local marijuana sales tax.

Locational Options

Home Occupation:

Amend Section 10.7.065, Standards to prohibit marijuana related activities as follows:

- 10.7.065 STANDARDS

The home occupation shall not change the residential character of the dwelling and shall meet all of the following standards and limitations:

- A. Any product produced on-site for sale must be hand manufactured or grown using only hand tools or domestic mechanical equipment. Such domestic mechanical equipment shall not exceed horsepower or other measurements of power, which would typically be used by a residential homeowner.
- B. There shall be no outdoor storage of material or products on the premises. Indoor storage of material or products shall not exceed the limitations imposed by the Building, Fire, Health and Housing Codes.
- C. The home occupation shall not generate vehicular traffic measurably in excess of that normally associated with single-family uses.
- D. No more than 20% of the floor area of the dwelling shall be used for the home occupation.
- E. One sign shall be permitted, not exceeding six (6) square feet in area, non-illuminated and professionally prepared.
- F. The home occupation shall not cause the elimination of required off-street parking.
- G. The home occupation shall not cause any external effects such as increased noise, excessive lighting, or excessive odor that is incompatible with the characteristics of the residential zone, or in violation of any applicable government code.
- H. There shall be no more than two (2) outside paid employees.
- I. A business occupancy permit is required for the home occupation.

J. All marijuana related activities are prohibited as a home occupation.

Commercial Retailers:

There are two aspects to location of commercial retailers: appropriate zone districts and separation requirements between retailers.

Appropriate Zone Districts – The following possible zoning amendments follow that implemented for medical marijuana dispensaries; allow retail operators only in the Community Commercial (CC) zone district. This would require prohibiting potential locations in residential districts, Neighborhood Commercial Districts and Town Center Districts. It should be noted that for the current Town Center districts, commercial retail is prohibited because of the presence of schools in the area.

Residential Districts: Development Code amendment (Section 10.12.210 N1) to revise definition of "neighborhood store" to not allow retailers to locate in residential districts as follows:

- N1 Neighborhood Store. A commercial structure of 2,000 square feet or less providing goods and services to a neighborhood area. Such store is intended to provide convenience items to reduce the need for longer trips, and is not intended to provide goods and services which would encourage trips from throughout the community. Stores for marijuana retail use is not included in the definition of neighborhood store.

To make this further explicit, Footnote 10 from Table 3-2 – Residential Zones: Use Table, could also be amended. Footnote 10 pertains to General Retail Sales – Oriented use in the Residential Zone Districts including R-10, R-7, R-5, RML and RMH. The amendment would be as follows:

- [10] A neighborhood store, limited to a size of 2,000 square feet, is permitted with approval of a conditional use permit. Any retail outlet regulated by the Oregon Liquor Control Commission other than operating under an Off-Premises Sales License is not allowed in any residential zone district. Stores must be located along a collector street.

Off-Premises Sales License pertains to the sale of sealed malt beverages, wine and cider. This amendment would prohibit any retail outlet for marijuana or hard liquor in residential areas (in the event an initiative is approved to allow hard liquor sales in stores) while allowing typical convenience store items such as beer, wine and cider.

Neighborhood and Town Center Districts: Amend the respective use tables to prohibit commercial retail sales of marijuana (this does not apply to medical marijuana dispensaries because these facilities have been defined as a "medical center"). Table 3-10, Commercial Zones Use Table and Table 3-12, Town Center Zones: Use Table would be amended as follows:

- For Table 3-10 for Neighborhood Commercial, revise General Retail – Sales – Oriented from "P" (for permitted use) to "L^[7]" and add *new* Footnote 7 as follows (and renumber other footnotes accordingly):

[7] Commercial retail sales of marijuana is prohibited.

- For Table 3-12 for Town Center Commercial, revise General Retail – Sales – Oriented from “P” to “L^[5]” and add *new* Footnote 5 as follows (and renumber other footnotes accordingly):

[5] Commercial retail sales of marijuana is prohibited.

To avoid misinterpretation and possible confusion by trying to claim that such facilities are personal services, revise the definition of “General Retail – Sales – Oriented” as follows:

- Sales-Oriented: Establishments which engage in consumer-oriented sales, leasing and rental of consumer, home and business goods. Examples include retail sales of marijuana as regulated by OLCC, sales, leasing and rental of art supplies, bicycles, clothing, dry goods, electronic equipment, fabric, gifts, groceries, hardware, household products, jewelry, pets and pet products, pharmaceuticals, plants, printed materials, stationary and videos. The sales-oriented category excludes large-scale consumer products (see 10.12.025 D(5), Bulk Sales) and those sold primarily outdoors (see 10.12.025 D(5), Outdoor Sales).

Commercial Retail Options

- Allow commercial retail marijuana sales in all commercial zone districts including:
 - Neighborhood Commercial
 - Town Center districts
 - Community Commercial

Grow Operations:

Grow operations can pertain to either medical marijuana or recreational marijuana. While state law does not allow cities to ban medical marijuana grow operations, there is authority under Home Rule for a community to establish appropriate prohibitions. It is recommended by the City Attorney that the greater area of the prohibition, the more at risk the City is being successfully challenged.

Based on the Council’s direction at the September 14th work session, the intent is to prohibit commercial grow operations (either for medical or recreational purposes) in residential areas. (Note: grow operations would still be allowed in the industrial districts.) It is not the intent of the possible amendments to regulate personal growing of marijuana. That would be addressed, if appropriate, by any amendments developed by the Police Department with the City Attorney. With such a prohibition of commercial activities in residential districts, grow operations would still be authorized in a Light or General Industrial district.

Residential Districts: Amend Footnote 11 on Table 3-2, Residential Zones: Use Tables to prohibit grow sites as follows:

- [11] Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses including but not limited to marijuana grow site for commercial or medical purposes and buildings and the keeping of livestock and poultry (other than

ordinary household pets, and domesticated fowl as identified in footnote (11)) are not permitted}.

Grow Site Options

- Allow all marijuana grow sites in residential districts
- Allow medical marijuana grow sites in residential districts
- Prohibit all grow site operations in the industrial districts
- Prohibit grow sites regulated by the OLCC in industrial districts (which would continue to allow grow sites for medical marijuana)

Marijuana Processors and Wholesale Operations:

Currently, the Development Code restricts these operations to the industrial districts. No amendments are proposed. Options could include:

- Allow processors and/or warehousing in:
 - Town Center districts
 - Community Commercial district

Staff is not recommending such amendments because of potential compatibility issues (e.g. significant heavy truck operations and potential hazardous operations) in commercial districts. It also creates opportunity costs for other commercial uses to locate in commercial districts because these marijuana activities would use potential sites. Further, it would establish a potential precedent to allow other types of processors and/or warehousing operations (non-marijuana related) into commercial districts which can result in potential compatibility issues.

Development Options

Spacing Requirements:

Commercial Marijuana Retailers - State law does not restrict the proximity of commercial marijuana retailers between each other. Medical marijuana dispensaries on the other hand are required to be located a distance of 1,000 feet from each other. State law does allow local jurisdictions the authority to impose a distance restriction not to exceed the 1000 foot distance. Staff is recommending such a spacing requirement. Other options with spacing requirements are as follows:

Options:

- Reduce the distance for the spacing requirement:
 - No requirement
 - 100 feet
 - 500 feet
 - Some other specific distance
- Apply spacing requirements to other marijuana related activities:
 - Processors
 - Wholesalers
 - Grow Operations

Other Development Requirements:

Part of regulations adopted for medical marijuana dispensaries were a set of development requirements. Staff is proposing amendment to Section 10.8.1100 Medical Marijuana Dispensaries to apply these requirements to commercial retail activities as follows:

MEDICAL MARIJUANA DISPENSARIES AND COMMERCIAL MARIJUANA RETAIL SALES

10.8.1100 MEDICAL MARIJUANA DISPENSARIES AND COMMERCIAL MARIJUANA RETAIL SALES

A medical marijuana dispensary and commercial marijuana retail activities shall comply with the following design standards and operational requirements in addition to all other applicable City requirements:

- A. The application shall demonstrate compliance with the locational requirements of State law and must maintain State certification at all times.
- B. ~~A medical marijuana dispensary~~ may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.
- C. Entrances and off-street parking areas ~~for the medical marijuana facility~~ shall be well-lit and not visually obscured from public view / right-of-way.
- D. The facility must be located in a permanent building and may not locate in a trailer, cargo container, or motor vehicle. Outdoor storage of merchandise, raw materials, or other material associated with the facility is prohibited.
- E. Any modification to the site or the exterior of the building housing the facility must be consistent with the Design Standards of Section 10.8.700 et. seq. Security bars or grates on windows and doors are prohibited unless integrated into the design.
- F. The dispensary or retail operation may not have facilities for drive-up use.
- G. The dispensary must provide for secure disposal or render impotent marijuana remnants or by-products, or items with marijuana residue of any kind.
- H. Dispensaries and retail operations shall be separated by 1,000 feet unless within the same facility.

10.8.1110 OTHER MARIJUANA FACILITIES (Rename title from "Medical Marijuana Dispensaries and Commercial Marijuana Retail Sales" to "Marijuana Facilities" if development requirements for other marijuana facilities is included in the amendments.)

The following requirements to marijuana related warehouse, processing and grow facilities.

- A. The application shall demonstrate compliance with the locational requirements of State law and must maintain State certification at all times.
- B. Entrances and off-street parking areas shall be well-lit and not visually obscured from public view / right-of-way.
- C. With the exception of outdoor grow operations, the facility must be located in a permanent building and may not locate in a trailer, cargo container, or motor vehicle. Outdoor storage of merchandise, raw materials, or other material associated with the facility is prohibited.
- D. The facility must provide for secure disposal or render impotent marijuana remnants or by-products, or items with marijuana residue of any kind.
- E. Marijuana facilities shall be separated by 1,000 feet from other marijuana related facilities unless at the same site.
- F. All processors, indoor grow operations and outdoor grow operations with greenhouses shall provide a charcoal air filtration system to minimize the release of odors.

Options:

- For grow operations and processors, require 100 foot setback from residential districts as part of odor control
- For processors, identify the type of products to be processed, a description of equipment to be used, including any solvent, gases, chemicals or other compounds use to create extracts or concentrates (from proposed OLCC Rules)
- The exterior appearance of the structure is compatible with the exterior appearance of structures already constructed or under construction within the immediate area (from San Mateo County)
- Interior building lighting, exterior building lighting and parking area lighting will be of sufficient foot-candles and color rendition, so as to allow the ready identification of any individual committing a crime on site at a distance of no less than forty (40) feet (from San Mateo County)
- Where windows secured with bars on the windows so as to prevent unauthorized entry, the bars shall be equipped with latches that may be released quickly from the inside to allow exit in the event of emergency (from San Mateo County)
- For wholesale, processing and growing activities, absolutely no advertising of marijuana is allowed at any time; (from San Mateo County)
- For wholesale, processing and growing activities, exterior signage is limited to site addressing only; (from San Mateo County)

Operational Requirements - City Code

The code changes for marijuana medical dispensaries also included operational requirements for these dispensaries contained in the City Code. Should these requirements be revised to

address other commercial marijuana facilities? The current requirements for dispensaries include:

7.860 License Requirements.

A. A medical marijuana dispensary must comply with all applicable requirements of State law.

B. A medical marijuana dispensary must obtain a City Business License pursuant to Code Sections 7.000 to 7.070 prior to opening.

C. A medical marijuana dispensary may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.

D. All products and paraphernalia must be enclosed in an opaque bag or container upon exiting the facility.

E. A medical marijuana dispensary must provide secure disposal or render impotent marijuana remnants or by-products, including any item with marijuana residue.

- Apply appropriate requirements to:
 - Commercial retail facilities (all of the above requirements)
 - Wholesale (Items A, B and E of the above requirements)
 - Processors (Items A, B and E of the above requirements)
 - Grow Sites (Items A, B and E of the above requirements)
 - All marijuana related facilities
- Options:
 - Require all personal and commercial grow activities indoors (from San Mateo County)
 - Properties shall be maintained so as to prevent blight or deterioration, or substantial diminishment or impairment of property values within the immediate area. (from San Mateo County)
 - Establish other operational requirements as yet not identified

Local Marijuana Sales Tax

The City adopted Ordinance Number 2014-09 in September 2014 to establish a place holder to allow the City to impose a sales tax. The tax was established at 10% of the sales of marijuana and marijuana-infused products. HB 3400, Section 34a, allows a city to impose a sales tax not to exceed 3%. To do so, the governing body must submit an adopted ordinance to the voters for approval at the next statewide general election. (Note: Marijuana items are defined by state law (HB 3400, Section 1(16)) as marijuana, cannabinoid products, cannabinoid concentrates or cannabinoid extracts.) If a city prohibits any of the seven marijuana related activities, a local jurisdiction does not have the authority under state law to impose a sales tax. Since the City is not intending to prohibit any activity, this is not an issue.

LOC raises several questions with regards to the local sales tax. First, can the City continue to impose the sales tax established by Ordinance 2014-09 since it was adopted prior to the Legislature adopted HB 3400? There are two notable differences between the state provision and the City's:

- The tax authorized by the state is 3% tax on production, processing or sale of marijuana items. It is limited to commercial operations and not medical operations. The City's ordinance is 10% of the sale of marijuana items (excluding medical marijuana sales) and specifically does not apply a tax on production or processing.
- The state law requires a vote on the tax at the next general election while the City Ordinance has not had voter approval.

The City Attorney indicates that in his opinion the 10% sales tax is unenforceable. Based on this opinion, it is suggested that if the City Council wishes to establish a sales tax, a new ordinance with the 3% sales tax would be the appropriate option and then submitted for voter approval at the next general election.

*Second question raised by LOC is whether a sales tax can be imposed on medical marijuana? The City Attorney's advice on this question is that the City does not have authority to impose a tax on the production, processing or sale of medical marijuana. *While the previous City ordinance exempted sales tax on the sale of medical marijuana, any new ordinance should also explicitly exclude sales tax on production and processing of medical marijuana.**

The final tax question raised by LOC relates to imposing a tax on early sales of recreational marijuana at medical dispensaries. Can the City impose a tax on those early sales of recreational marijuana at dispensaries? There is a corollary question if only a local sales tax authorized by HB 3400 is allowed, then would such a tax be in effect prior to a local vote has been obtained to establish the tax? According to the City Attorney, the tax can only be applied to licensed operators. Since there would not be any licensed sellers during this early sales time, the tax could not be applied. However, the state sales tax is increased to 25% during this period of time which would increase revenues to local jurisdictions.

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A place where businesses and families thrive

CITY MANAGER'S REPORT TO COUNCIL

JANUARY 11, 2016

Dates to Remember:

- Jan 21:** B&C Annual Recognition Dinner, 5:30 pm, Location FGS&CC
- Jan 30:** Annual Town Meeting, 9 am to noon, Community Auditorium
- Feb 20:** Council Goal-Setting Retreat, 8:30 am, location TBA
- Feb 22:** State of the City Address, noon, Chamber Luncheon

CITY MANAGER:

- Met with Martha Bennett, COO of Metro, and Metro Directors from Parks, Planning, Development, and Conservation. Learned of key grant programs available to various city departments.
- Continued outreach to metro-area City Manager's via the Washington County Manager's Association and one-on-one's with Tualatin, Sherwood, Cornelius, Hillsboro, and Tigard.
- Continued briefings on retirement actuaries and city's "big picture" financial health.
- Attended Oregon Leadership Summit.

ADMINISTRATIVE SERVICES:

- FY 2016-17 Budget Preparation: Process will formally commence this month as departments will be asked to prepare their projection for FY 2015-16 revenues and expenditures. Finance staff has been working with Engineering and Public Works staff on updating the Capital Improvement Plan for Public Works. Finance staff will be doing two training sessions this month on the budget process as the budget process and budget document have been modified.
- Annual Financial Audit: The audited financial statements are being finalized and will be issued by January 20, 2016. The auditors will present the audited financial statements to the City Council in February, 2016.
- Retirement Activity: Staff is working on the following retirement activities:
 - The Coverage Agreement with PERS will be presented to the City Council for approval at the January 25, 2016, meeting. The PERS Board will be asked to approve the agreement at its January 30, 2016, meeting. If approved by both parties, new police officers and firefighters hired after that date would go into PERS. The City will have one police officer go into PERS as soon as the coverage agreement is effective.
 - Staff is discussing the defined benefit plan's actuarial assumptions with the actuary. The actuary is proposing modifications to the actuarial assumptions as part of their preparation of the annual valuation report. The proposed modifications will increase the cost of the defined benefit retirement plan. A work session with the Council is planned for January 25, 2016.
- Accounting/Utility Billing System Replacement Reviews: Staff has evaluated the MUNIS software and has concluded that the City will begin negotiations to replace the accounting and human resources system with MUNIS but will wait on contracting to replace the utility billing system until MUNIS makes some improvements to the replacement software. The City can contract for MUNIS utility billing at a later date and the cost will not increase.
- Police Facility: The request for proposal (RFP) for architectural and other design services from pre-design through final construction will be issued by January 14, 2016. The intent is to contract services in two phases: 1) work necessary to prepare for asking the voters to approve financing; and 2) services that would occur if the voters approve financing. Staff will bring the contract for the first phase to the Council for approval since no funds have been budgeted for this activity in the current year. The search for a site for a new facility will also begin shortly.

- Recruitments: Current recruitments underway include Police Officer, Code Enforcement Officer and Police Reserve Officer. These recruitments are different points in the process. Recruitments to replace the Parks Supervisor and the Youth Services Librarian due to upcoming retirements will be commencing this month.
- Enterprise Geographic Information System Implementation: We are diligently working with the Timmons Group from Richmond, VA, toward the completion of the Enterprise GIS system. We are currently on track for an April 2016 completion. City of Forest Grove Enterprise GIS Task List is 35% complete.

PARKS and AQUATICS:

- Progress is continuing on the permitting for the Old Town Loop Trail. Three permits are in play currently, including DLS/Army Corps of Engineers, CWS service provider's letter, and Washington County Land Use Permit. Planning and permitting should be complete towards the end of February. Once these elements are finalized, work can begin to secure a contractor for the project.
- The Parks Master Plan Recreation Center survey will begin towards the middle of January. Citizens can expect a 10 -12 minute survey with questions specifically about interest and funding feasibility of a Recreation Center.
- The Parks Department fared well with the recent weather-related challenges. One large tree in Lincoln Park was damaged during the event and has been removed.
- Session 1 of winter swimming lessons begin January 11. Registration is looking positive for the winter session which continues the upward trend from the past 10 months.
- The Aquatic Center will be offering earlier public swims this winter. Swims for certain age groups will begin at 6:45 p.m. instead of 7:30 p.m. This is in response to citizen input that the past schedule was too late for younger swimmers. Staff will evaluate the success of the earlier start times and may adjust again if needed.

LIBRARY:

- In recognition of Ann's retirement, there are also a series of events planned in her honor:
 - January 25, Ann will be honored at the City Council meeting. There will be a reception at the library following the CC presentation.
 - January 27, there will be a reception for the public prior to the evening events
 - January 28, city employees and WCCLS employees will be invited to an afternoon reception.
- January is **B.E.A.R. month** at the library and a series of events are planned to celebrate. This will be the **37th B.E.A.R. month** and the last with retiring Ann Dondero.
 - Teddy Bear Stories: Tuesday, January 19 - 10:15 am - Preschool Storytime
 - Teddy Bear Themes: Wednesday, January 20 - 10:15 am - Baby / Toddler Time
 - Teddy Bear Parades:
 - Tuesday, Jan. 26: 10:15 am - Preschool Storytime
 - Wednesday, Jan. 27: 10:15 am - Baby / Toddler Time
 - Wednesday, Jan 27: Evening Program 6 pm – 6:50 pm
 - Bring your favorite teddy bear or stuffed animal to each or all of the parades
 - Oregon Shadow Theatre: Puss in Boots
 - Wednesday Evening, January 27, 2016: 7 p.m. following Parade & Drawing
- Two new on-call employees have joined the library staff this week. Jim Jatkevicius is a Forest Grove resident who recently relocated from Boise where he was a Branch Manager for Boise Public Library. Jennie Chamberlin lives in Portland and works on call for the Tualatin and Wilsonville Libraries. Both will be helping to fill in for Sergio Lopez who was injured in a motorcycle accident last week and expects to be out for some time.



POLICE:

- A conditional offer of employment has been given for the new Code Enforcement Officer to replace Brandi Walstead who has transferred to Light & Power to the Program Coordinator position.
- "Grove Watch", a new outreach and neighborhood watch publication printed once last year was published this date and will go out quarterly from this day forward.
- The department administrative staff was on hand during the first "Coffee with a Cop" in 2016. It was held at Maggie's Buns. The next Coffee with a Cop will be held April 6 at McDonalds.
- The Chief and two Captains will join other area executive managers at the Executive Leadership Training Seminar January 12-14.

LIGHT & POWER:

- Engineering met with Washington County to review clear zone distance requirements for the Verboort/Purdin HWY47 round-a-bout project. A preliminary design is complete and has been presented to Washington County for review.
- Virginia Transformer Company is tentatively scheduled to be onsite at Forest Grove Substation Thursday, January 7, to assemble the second and third new substation transformers.
- PA (pole attachment) tickets for the first phase of the Wave Broadband fiber project have been approved and make ready work orders are being created. FGLP will perform work on multiple poles to make room for this additional attachment.
- Three pre-application meetings have been attended to discuss cannabis grow operations with potential growers. As operations of this nature can have high power and energy demands, L&P is actively engaged in the conversation and considerations.
- Due to recent flooding on Stringtown Road, the location of the Westwind Gardens expansion has been changed. An alternative design has been completed and provided to the owner.
- Power installation has been completed to the Pacific Crossings 2B Subdivision
- Power installation has been completed at the Westside Concrete Plant on South Elm St
- An overhead to underground power installation has been completed to a line feeding part of Pacific University. This is one part of our capital upgrade projects improving service reliability to the University.
- Installation of the upgraded ground grid at Thatcher Substation has begun. This is part of the substation master plan.
- Due to a recent wind event, several short power outages occurred including:
 1. A tree limb falling on a high voltage line on Birch Street caused a power outage to three customers for 1 hour
 2. A tree limb falling on a main line feeding the industrial section on 24th Avenue. This caused a power outage for approximately 20 minutes to 40 customers
 3. A tree falling on Cedar Street caused a power outage to 1 customer for 1 hour
 4. Numerous other areas of tree-related damages but with no related power outages.
- Customers being served by our Thatcher Substation have experienced numerous power outages during the month of December. The transmission lines feeding this substation from BPA have failed 5 times in the area between Forest Grove and Tillamook. The outages occurred on December 8, 10, 12 and twice on the 21. Most outages were less than 30 seconds due to momentary line clearing and sectionalizing between here and Tillamook. One of the outages on December 21 caused power disruption for approximately 1 hour to this substation due to malfunctioning BPA equipment.

ECONOMIC DEVELOPMENT:

Business Recruitment/Retention:

- Assisting new restaurant to open at 1910 Main Street, Kama 'aina – Hawaiian food fine dining. To have formal opening mid-January 2016. Assisting second restaurant to open in downtown in the first quarter of 2016 at former Stecchino location.
- Working on potential industrial expansion of food processor.

Workforce Development:

- Promoting a 6-week Small Business Foundation Course in Forest Grove with Mercy Corps Northwest beginning January 14.
- Issued press release on small business services and programs available to assist Forest Grove businesses and entrepreneurs.
- Working on developing a one-day Small Business Resources Workshop in late February in Forest Grove.

Promotion: Taking next steps to trademark three leaves logo and help integrate into city departments

- Print ad and digital ads are in rotation in the Portland Business Journal

COMMUNITY DEVELOPMENT:

- Planning Commission – The January 4 meeting was postponed one day to January 5 due to inclement weather. The second meeting in January will also be on a Tuesday, January 19, due to the Martin Luther King, Jr., holiday.
- Haworth Property – Staff is initiating the Comp Plan designation process to establish an urban land use designation for this property within the UGB. Staff is proposing a new Business Industrial Park designation which has already been discussed with the Planning Commission. The Commission will hear the proposed amendment to the Development Code text to establish this new district on January 19th and we anticipate it being considered by the City Council in February. The application of the designation to the Haworth property will be considered by the Commission on February 1st with Council consideration either the last meeting in February or the first meeting in March.
- Council Creek Trail – Staff is initiating an amendment to the Transportation System Plan (TSP) to incorporate the Council Creek Trail. The TSP amendment will be considered by the Planning Commission at its February 1st meeting and considered by the Council either at the last meeting in February or the first meeting in March.
- Times Litho – Staff has been continuing discussions with the developer to develop the terms for a possible Deposition and Development Agreement (DDA) with the Urban Renewal Agency. Land use applications for the project were heard by the Planning Commission on December 7th. They recommend approval of all three applications to the City Council. As separate motions, the Commission recommends that the Council consider painting sidewalks for all four legs of the Pacific Avenue/A Street intersection and access to B Street from the site for improved traffic circulation. This was based on testimony received at the public hearing. Staff will present the entire project including all three permits at the Council's January 11th meeting. However, that meeting will only have the Development Agreement on the agenda because it has to be adopted by Ordinance and requires two readings. All three applications will be on the January 25th agenda.
- Periodic Review/Code Update – Planning Commission held a public hearing for Tuesday, January 5, 2016, on this matter. The City Council public hearing may be held at its February 8, 2016, meeting.
- Marijuana Code Update – Staff conducted two work sessions with City Council and will be initiating amendments to the Development Code. The first set of code amendments is to focus on direction already provided by the Council including prohibiting marijuana activities in residential areas and allowing dispensaries and retail outlets in the Town Center districts. The public hearing for those first amendments is scheduled for the Planning Commission at their January 19th meeting (this is on Tuesday due to the MLK holiday on Monday). Staff is proceeding with the amendments due to the number of

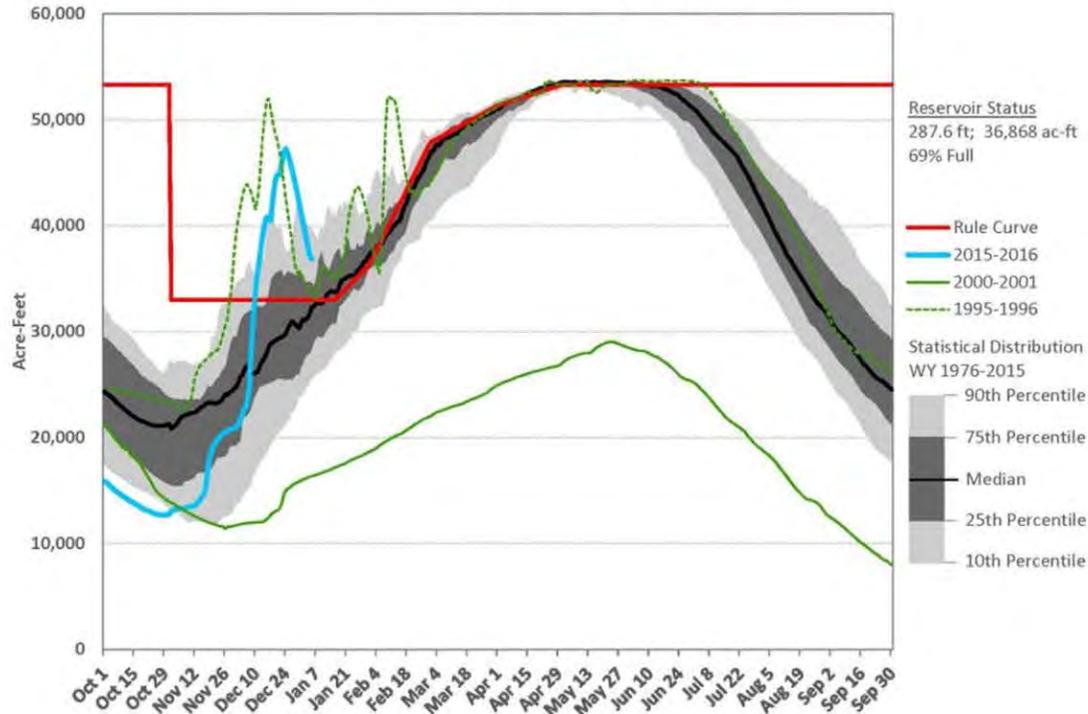
inquiries for marijuana grow operations which could affect districts. Another work session is scheduled for January 11th.

- CCI – Annual Town Hall Meeting – The ATM is scheduled for Saturday, January 30, at the Community Auditorium. The topic will be “Back to the Future” and will revisit the 2010 ATM theme, Forest Grove: Complete or Bedroom Community. The focus will address the question, “what is the outlook in 2016?” Doors will be opened at 8:30 am with the program beginning at 9:00 am.
- Food Compost proposal – A draft white paper was reviewed by the City Council at a work session on October 12. The Council directed staff to continue developing the program. Next step will be a work session with the Council on January 11th to present the proposal and citizen responses to a survey conducted in November and December, and the results of a forum held on December 9th.
- Historic Landmarks Board – A consultant, Historic Preservation Northwest, has been selected to assist the Landmarks Board to develop a strategic plan. A community interest survey on historic preservation was released on the City’s website on December 7th and placed in the December Utility Billing. Thus far, at least 110 surveys have been returned as well as 40 online responses. The survey will continue until the middle of January. The Board will also continue with other tasks as part of the strategic planning process. Project is funded by SHPO grant.

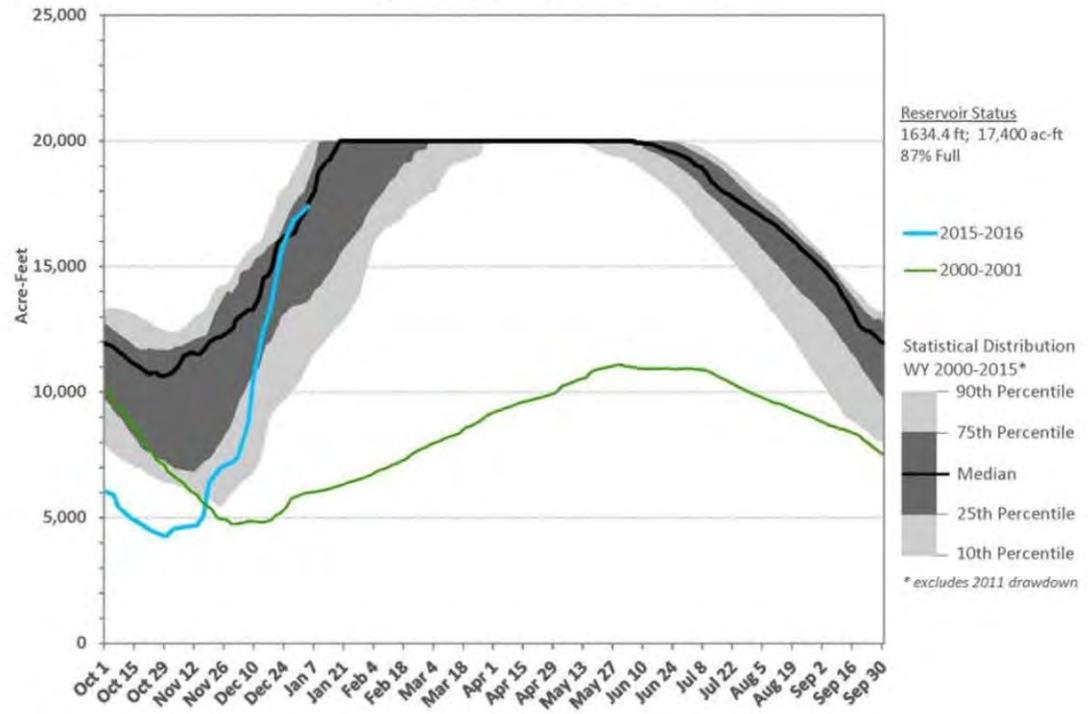
ENGINEERING / PUBLIC WORKS:

- Winter Weather: City crews plowed Watercrest Road, Forest Gale Drive, sections of E Street and steep sections of 23rd Avenue the day after the snow storm (January 4).
- ADA Curb Ramp Study: Staff is developing RFP for advertisement.
- Firwood Lane Sewer Extension: Waiting for return of Right of Entry forms from property owners to facilitate preliminary design survey work. Staff is also reviewing consultant proposals for survey work.
- 19th Avenue Drainage: Staff taking elevation shots in vicinity to determine best way to eliminate water ponding.
- Leaf Pickup Program: The annual leaf pickup program is on schedule currently servicing Area 5. The final week of pickup is set for January 7 in Area 6. An additional Leaf/Limb Drop Off at the Yew Street location is set for Saturday, January 9.
- Hawthorne Street Drainage Design: Staff is developing RFP for consultant to design project.
- Construction Inspections: Staff is performing inspections at Pacific Crossings III, Casey Meadows, and Westside Redi-Mix locations.
- Grove Link Bus Shelters: The Engineering Department has completed the preliminary phase of this project. This included a review of the six locations proposed for bus shelters and initial contact with bus shelter vendors. Results from this work indicated that two of the locations (*on Forest Gale Drive*) have slope and grade problems that make them cost prohibitive to install shelters. Our initial contact with vendors has produced at least one that has provided design and cost information. We are expecting each site to cost about \$12,000. There is a 90-day delivery time; therefore, if the shelters are ordered this spring, we should have the project completed by summer 2016.

Scoggins Reservoir Storage
Water Years 1976-2016 (as of Jan. 5, 2016)



Barney Reservoir Storage
Water Years 2000-2016 (as of Jan. 4, 2016)

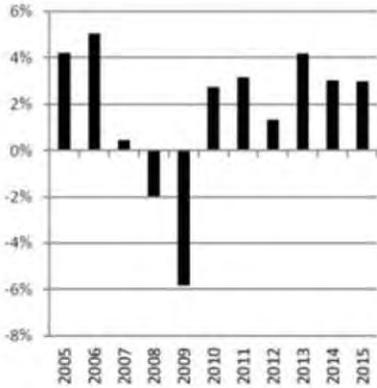


Washington County Economic Indicators November 2015

(all data from Oregon Employment Department unless mentioned otherwise)



Historical Job Growth
2005 to October 2015; change from a year earlier



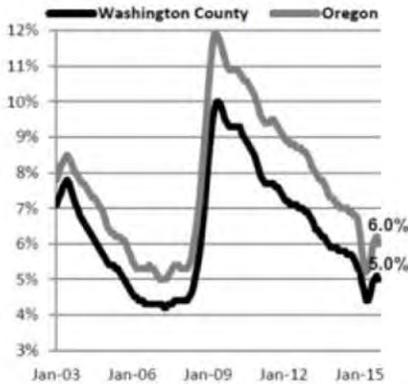
Job Growth Rates by Industry
October; change from a year earlier



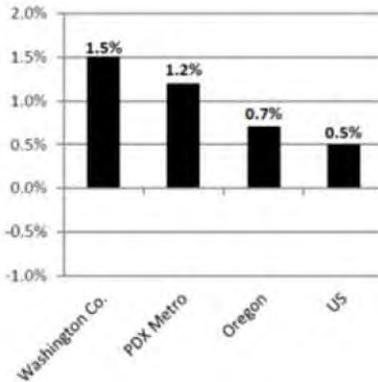
Net Job Growth by Industry
October; change from a year earlier



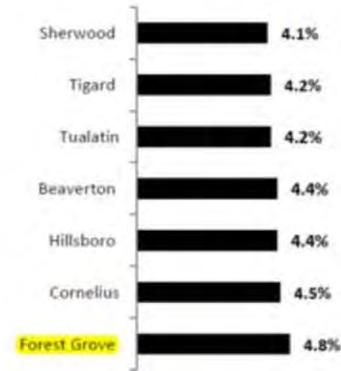
Unemployment Rates
October; seasonally adjusted



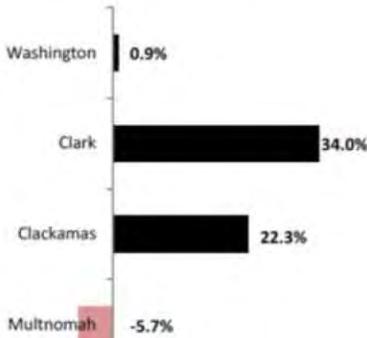
Labor Force Growth
October; increase on a year earlier



Unemployment Rates by City
October; non-seasonally adjusted (seasonally adjusted not available at city level)



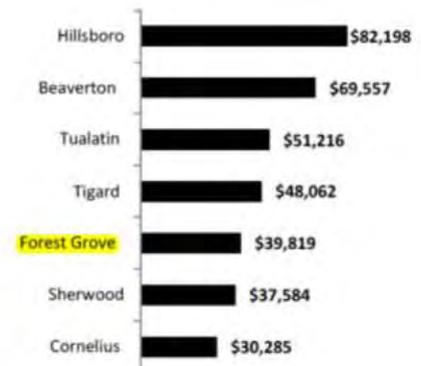
Building Permit Changes
By county; year-to-date 2015 (January – October)



Residential Housing Highlights
Portland metro; September; percent increase on a year earlier and September 2015 data



Average Annual Wage by City
2014



Source: US Census Building Permits

Portland Metro Region
Economic Indicators by City
 2010, 2011, 2012, 2013 & 2014 US Census Combined



	Population 2014	Population Growth 2010 to 2014	Mean Worker Earnings	Labor Force Participation Rate	Unemploy- ment Rate	Poverty Rate	College Degree Population
Portland Metro	2,347,127	5.1%	\$62,967	67%	9.6%	14%	35%
City of Portland	619,360	5.8%	\$63,239	69%	9.4%	18%	44%
North	117,491		\$57,879	72%	9.6%	20%	45%
West	144,487		\$91,668	69%	9.0%	16%	65%
Inner East	115,210		\$65,081	73%	8.0%	13%	54%
South East	110,512		\$55,394	71%	9.2%	15%	38%
East	129,106		\$43,784	62%	11.1%	24%	20%
Vancouver	169,294	4.3%	\$53,847	65%	11.3%	16%	25%
Gresham	109,892	3.7%	\$47,394	65%	12.1%	22%	19%
Hillsboro	99,393	7.5%	\$59,456	71%	8.4%	14%	34%
Beaverton	95,109	5.5%	\$61,341	71%	9.2%	15%	44%
Tigard	50,787	5.4%	\$67,167	71%	8.3%	11%	41%
Lake Oswego	37,999	3.5%	\$118,664	64%	9.1%	8%	65%
Oregon City	35,266	7.8%	\$53,325	65%	9.8%	13%	23%
McMinnville	33,393	3.7%	\$45,993	60%	12.1%	24%	21%
Tualatin	26,907	3.1%	\$67,334	73%	9.6%	12%	42%
West Linn	26,289	4.5%	\$87,806	66%	8.1%	6%	54%
Forest Grove	23,096	9.2%	\$49,916	62%	10.9%	17%	23%
Newberg	22,692	2.2%	\$53,007	66%	7.9%	17%	26%
Wilsonville	22,026	12.7%	\$65,026	63%	8.9%	9%	39%
Camas	21,220	8.8%	\$85,071	67%	7.0%	6%	42%
Milwaukie	20,640	1.6%	\$50,064	67%	10.2%	13%	26%
Sherwood	18,978	3.7%	\$74,286	67%	7.5%	7%	43%
Battle Ground	18,930	6.7%	\$55,558	66%	8.7%	12%	20%
Happy Valley	17,319	19.5%	\$82,924	67%	7.5%	4%	49%
Canby	17,010	2.1%	\$52,827	65%	10.3%	13%	26%
Troutdale	16,552	3.4%	\$51,733	71%	12.8%	16%	22%
Washougal	14,999	6.0%	\$63,502	66%	12.1%	11%	17%
St Helens	13,061	0.3%	\$47,194	65%	15.1%	18%	16%
Cornelius	12,185	2.4%	\$43,925	75%	16.3%	13%	12%
Gladstone	11,888	3.2%	\$56,450	64%	9.9%	14%	21%
Skamania County	11,340	2.5%	\$62,842	57%	10.5%	14%	21%
Damascus	10,893	3.1%	\$64,506	65%	8.9%	7%	22%
Sandy	10,309	6.8%	\$51,369	70%	8.5%	10%	18%
Fairview	9,218	3.1%	\$48,258	65%	5.4%	17%	18%

Top 3 places in each category are highlighted in green.

Last 3 places in each category are highlighted in yellow.

Data Source: US Census, American Community Survey, 5-Year Estimate, 2010-2014

The 2014 ACS 5-year estimates were released in 2015 and aggregate responses received in 2010, 2011, 2012, 2013 and 2014.

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